K.L.Mehta Dayanand College For Women, Faridabad
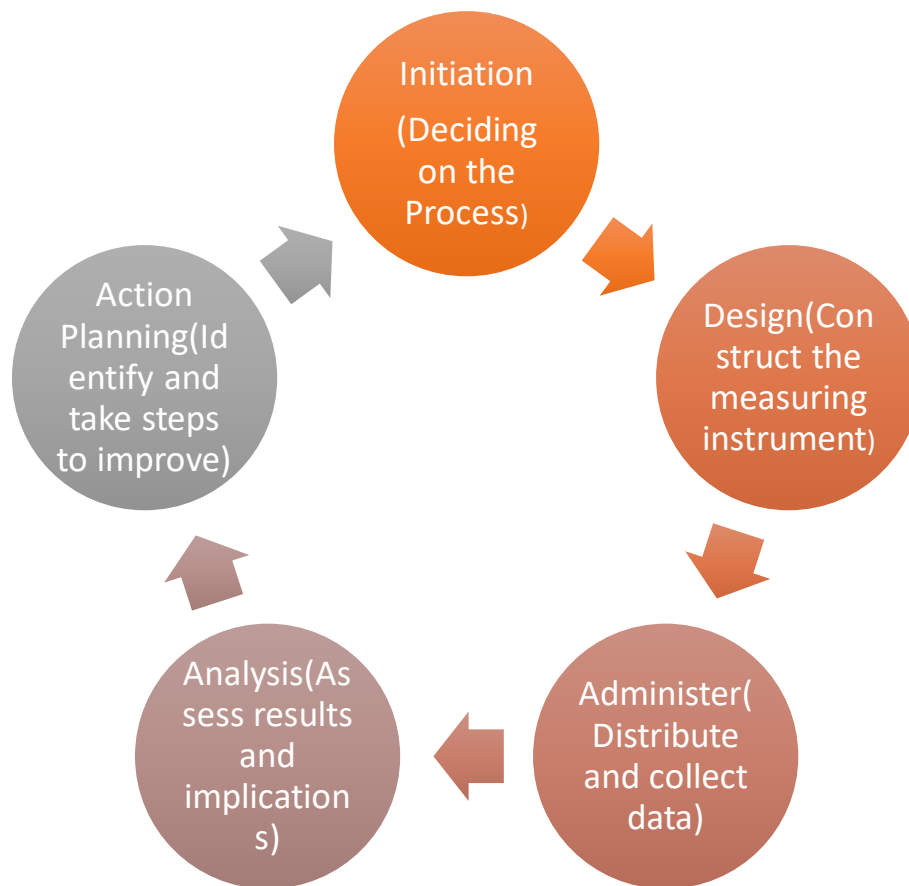
Action Taken Report (2023-24)

Feedback on curriculum and teaching from students, parents, teachers and alumni is taken every year to analyze the effectiveness of existing curriculum and suggest for any modifications. It also helps to analyze the overall institutional performance in different aspects like administration, library facilities and other activities organized by the college.

Initiation (Deciding on the Process)

Design(Construct the measuring instrument)

Administer(Distribute and collect data)

Analysis(Assess results and implications)

Action Planning(Identify and take steps to improve)

Stakeholders feedback helps develop need based inputs in the process of curriculum design and development. The feedback from stakeholders is considered helpful and relevant in improving the curriculum development of the institution.

Initiation

The initiation stage includes discussing how the process of feedback will be carried out. The members allocate resources and select an appropriate method to get answers to questions like why do we need the feedback? What resources do we have? Who are we consulting? How will the process be carried out?

Design

The design stage includes constructing the measuring instrument. Questionnaires are an important tool which helps in collecting the data from all the stakeholders.

Administer

The administer stage starts when the stakeholders feedback is actually carried out. It is important at this stage to develop effective two-way communication with the stakeholders in order to promote open and honest sharing of views and beliefs. The process and data will then need to be accurately recorded for the final stages.

Analysis

The analysis stage is where the data gathered is analyzed and reported on. The aims of this stage are to ensure the data is an accurate representation of the stakeholder views, and to prepare the report ready for presentation. The analysis id done by SPSS
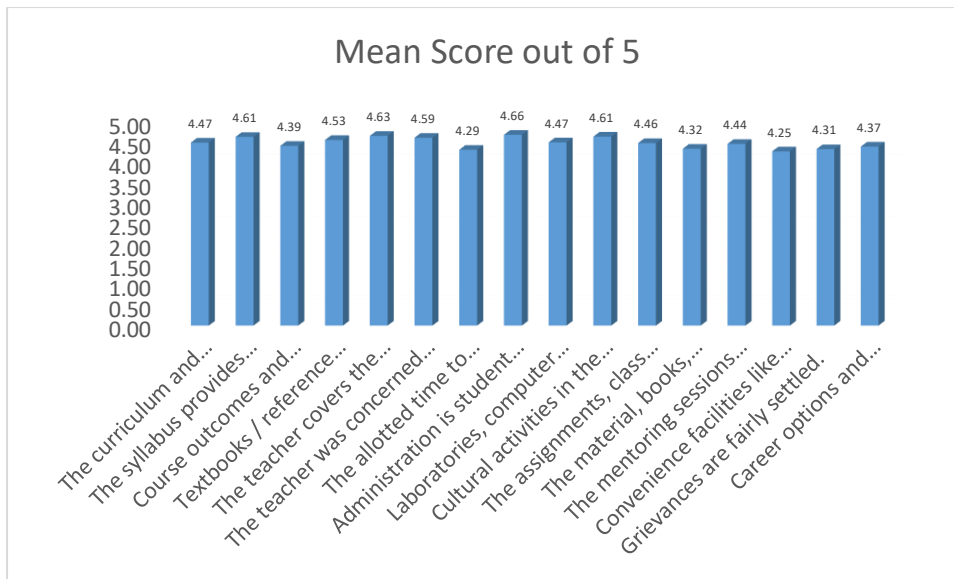
Action Planning

The report is typically presented to the concerned departments where the final stage includes action planning i.e. identifying the weak points and taking steps to improve them.

The feedback obtained from all the stakeholders was analyzed on a scale of 1 to 5. The categorization followed based upon the mean score of different parameters i.e. Excellent ($4 \leq S \leq 5$), Very Good ($3 \leq S \leq 4$), Good ($2 \leq S \leq 3$), Average ($1 \leq S \leq 2$) and Below Average ($S \leq 1$).

Students Feedback and Action Taken Report

The students are the most important stakeholders of Higher Education systems. The interest and participation of students at all levels play a central role. The analysis done on the basis of responses received from approx 400 students is as follows:

Particulars	Below Average	Average	Good	Very Good	Excellent	Mean
The curriculum and syllabus are well organized and easy to follow.	0	1.2	10.0	29.5	59.3	4.47
The syllabus provides sufficient choices in selecting future courses.			6.6	26.1	67.3	4.61
Course outcomes and content are derived in accordance with outcome based education system.	0	2.7	11.7	29.8	55.9	4.39
Textbooks / reference books recommended by the teacher are relevant.	0	.7	8.5	27.6	63.2	4.53
The teacher covers the entire syllabus in time.	0	.5	3.7	28.0	67.8	4.63
The teacher was concerned and helpful regarding your progress.	0	0	7.6	26.3	66.1	4.59
The allotted time to complete the syllabus is sufficient.	.2	5.6	12.9	27.1	54.1	4.29
Administration is student friendly.	0	0	0	34.1	65.9	4.66
Laboratories, computer labs, if applicable are well equipped.	0	0	11.5	29.8	58.8	4.47
Cultural activities in the college are well organized throughout the year.	0	.7	6.3	23.7	69.3	4.61
The assignments, class tests, seminars are scheduled systematically.	0	.7	12.4	27.3	59.5	4.46
The material, books, journals available in the library/e-library is adequate.	0	3.9	13.4	29.8	52.9	4.32
The mentoring sessions provided enables personal development.	.5	0	14.6	25.1	59.8	4.44
Convenience facilities like canteen, medical help, water etc. are adequate.	1.2	5.9	14.4	23.4	55.1	4.25
Grievances are fairly settled.	0	5.4	12.9	27.3	54.4	4.31
Career options and placement facilities provided in the college are appropriate.	0	1.7	13.7	30.5	54.1	4.37
	Yes	No				
Are you interested in certificate /skill oriented courses?	90.7	9.3				1.0900

Mean Score out of 5

Values (left to right): 4.47, 4.61, 4.39, 4.53, 4.63, 4.59, 4.29, 4.66, 4.47, 4.61, 4.46, 4.32, 4.44, 4.25, 4.31, 4.37

Categories: The curriculum and..., The syllabus provides..., Course outcomes and..., Textbooks / reference..., The teacher covers the..., The teacher was concerned..., The allotted time to..., Administration is student..., Laboratories, computer..., Cultural activities in the..., The assignments, class..., The material, books,..., The mentoring sessions..., Convenience facilities like..., Grievances are fairly settled., Career options and...
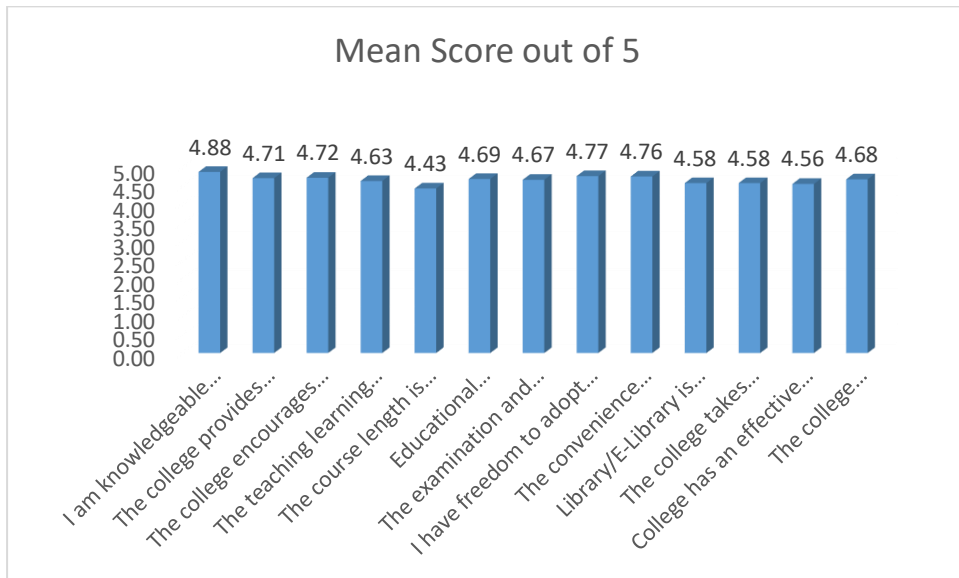
Action taken:

1. Placement and Training improved year after year with current trends and consultation with experts.
2. Wide variety of value added/ multidisciplinary/ soft skill courses to be planned under NEP2020 under the guidelines of the university.
3. Sessions to provide Awareness about job related scenario and competitive exams to be organised.
4. Teachers encouraged to make maximum use of ICT facilities to make teaching learning process more enjoyable.

Teachers Feedback and Action Taken Report

The college follows the prescribed curriculum. Still feedback on curriculum is taken by the teachers to improve the curriculum aspects. The feedback taken from approx 50 teachers has been analysed as follows:

Particulars	Below Average	Average	Good	Very Good	Excellent	Mean
I am knowledgeable about the content I am assigned to teach.	0	0	0	12.2	87.8	4.88
The college provides support to achieve my professional goals.	0	0	1.1	26.7	72.2	4.71
The college encourages and facilitates collaboration among the teaching staff.	0	0	1.1	25.6	73.3	4.72
The teaching learning aids (i.e. ICT/smart classrooms) assists my teaching.	0	0	2.2	32.2	65.6	4.63
The course length is sufficient to deliver the content.	1.1	0	2.2	47.8	48.9	4.43
Educational Conferences and seminars help in my academic growth.	0	0	1.1	28.9	70.0	4.69
The examination and evaluation system followed is effective and fair in judging students' academic performance.	0	0	1.1	31.1	67.8	4.67
I have freedom to adopt to new techniques/strategies of teaching such as Group Discussions/seminars etc.	0	0	0	23.3	76.7	4.77
The convenience facilities i.e. washrooms, canteen, medical help etc. are adequate.	0	0	0	24.4	75.6	4.76
Library/E-Library is adequately equipped with different learning resources.	0	0	2.2	37.8	60.0	4.58
The college takes initiative to encourage research.	1.1	0	4.4	28.9	65.6	4.58
College has an effective Grievance Redressal system.	0	0	2.2	40.0	57.8	4.56
The college administration is approachable and faculty friendly.	0	0	3.3	25.6	71.1	4.68

	yes	no				
Should certificate/ skill oriented courses be introduced?	98.9	1.1				1.01

Mean Score out of 5

Action taken:

1. To provide diversity in curriculum, the college plans to implement NEP2020 in the next year, as per the guidelines of the University.
2. To encourage staff participation in research, FDPs are organised on regular basis.
3. A wide range of courses to be provided under NEP2020

Alumni Feedback

Alumni feedback was received from 405 students which was analysed as under:

	Particulars	Percentage of Alumni					Mean Score
		Below Average (1)	Average (2)	Good (3)	Very Good (4)	Excellent (5)	
1	How much do you feel proud to be associated with your college as an alumni?	.2	3.2	13.9	17.9	64.8	4.44
2	Does college organize various kinds of activities for the overall development of students?	2.5	5.7	13.9	7.9	70.0	4.37
3	How do you rate the teaching learning process imparted as useful and relevant in real life situations?	2.0	6.5	15.4	13.9	62.3	4.28
4	How do you evaluate the expertise of the teachers in their subjects?	0	1.0	24.8	8.9	65.3	4.38
5	How do you estimate the following:						
a	Sports	.5	4.0	19.4	8.2	68.0	4.39
b	Library Facilities	1.0	6.5	12.7	13.9	66.0	4.37
c	Infrastructure Facilities	.2	3.5	13.9	17.6	64.8	4.43
d	Canteen	1.5	6.2	12.2	12.7	67.5	4.38
6	How do you rate the cooperation and guidance provided by the teacher?	1.7	6.9	15.9	15.6	59.8	4.25
7	How do you grade the communication skills of the teachers?	1.2	5.7	13.2	10.9	69.0	4.41
8	How do you evaluate the grievances handled by the authorities?	0	.7	22.1	18.4	58.8	4.35
9	How do you assess the student teacher relationship in college as a whole?	.2	.5	32.5	13.9	52.9	4.19

Action Taken :

1. Alumni association has been formed and students have also registered for the same. Increased number of alumni in this session has encouraged us to provide more meets/ interaction in the next year.
2. The registered alumni have been given the advantage of participation in placement Drives and Counselling sessions regularly.
3. Alumni Meet organised every year. It encourages their participation in college activities.