Minutes of Meeting
Action Taken Report(ATR)
On
Feedback Analysis

05.08.2024

Minutes of Meeting of Feedback Committee for feedback analysis of 2023-24 held on 05th August, 2024 at 02:00 pm.

Members present:

Name
Dr.Meenakshi Sharma, Dean, MIMT (Convenor)
Dr.Bhawna Joshi, MIMT (Subject Expert)
Mr.Abhay N. Tripathi, MIMT (Subject Expert)
Dr.HimanshuRastogi, MIMT (Subject Expert)
Dr.SeemaPundir,MIMT (Subject Expert)
Mr.AshishSrivastava, MIMT (Subject Expert)
Mr.SurajShukla,MIMT (Subject Expert)
Mr.Somendra Sharma, MIMT (Subject Expert)
Mr.Abhishek Sharma, MIMT (Subject Expert)
Mr.RiteshGoel, HR Head, SidhiInfotech (Industry Subject Expert)
Mr.Anshul Sharma, SLMG Beverages (Coco-Cola) (Industry Subject Expert)

Agenda 01:
To discuss the Action Taken wrt Minutes of Meeting dated 05.08.2023

Agenda 02:
To discuss the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2023-24 and action to be taken thereof
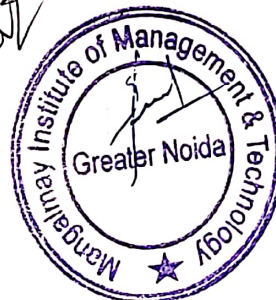
Agenda 03:
The Syllabi of Add-On Certification Courses to be introduced in the Academic session 2024-25

Agenda 04:
Any other items with the permission of Chair

Plz putup to principal for approval and necessary actions

Agenda 01:

To discuss the Action Taken wrt Minutes of Meeting dated 05.08.2023:

(I)   Action taken report of last meeting dated 05.08.2023 was read and approved. Important points are being reproduced:

(II)   Dr.Meenakshi Sharma & Mr.Abhay N. Tripathi apprised to the committee members that Lab assistants are instructed to allow the students to practice in the labs in their free time. House applauded for the initiative.

(III) Mr.Abhishek Sharma told the house that T&P Department provided career orientation and placement support through Seminar, Workshop, Guest Lecture, Subject Counseling, Aptitude Reasoning test etc. Also, various one to one informal sessions were organized. Members appraised the efforts of T&P Department.

(IV)   Reports of following Add on Certification Program were put to the members.

- Business Innovation and expansion strategies
- Financial Modeling
- Universal Human Values: Our existence as an Individual , Family , Society and Universe
- IOT and its application in Business Management
- Mutual fund and E-Return
- Basic and Advance Excel
- Marketing Analytics
- Computerized Accounting
- Design Thinking
- Leveraging Technology: ChatGPT, AI and Wordpress for Business
- English Language using Wordsworth Software
- Smart Investment Planning
- Tax Planning and return filing
- Skill Development in Retail Management
- Share Market
- Digital Marketing
- Python for data analysis
- Virtual Portfolio Management: Stock Market Simulation on Capital Market Module
- Data Analysis & Interpretation through Python
- Entrepreneurship and business development
- Artificial Intelligence
- Hardware, Assembly and Networking
- Introduction to PHP
- Introduction to AI & ML
- Introduction to Python
- Quick Mathematics
- Android Development
- Bigdata Analytics
- Blockchain and its Applications
- Innovation, Startup and IPR
- Software Testing Tools & Techniques
- Communicative English & Soft Skills
- Research Methodology

- Introduction to IoT
- Cyber Security
- Cloud Computing
- Cyber Security: "Threats and Measures"
- Development of Leadership Skills
- Social Impact of Science & Technology
- Global Education
- Life Skills
- Empowering Social- Emotional Learning
- ICT in Education (Swayam)
- Inclusive Education
- Human Values
- Digital Inclusion
- Education for Sustainable Development (ESD)
- Curriculum Development
- English Communication Skills
- Fundamental of Computer Application

Also, other events reports of Workshops, Seminars, Industrial Visits and Guest Lectures etc were put forward to the house where students also participated in organizing team. The house showed its satisfaction.

Agenda: 02

To discuss the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2023-24 and action to be taken thereof

Deliberations: 02

Feedback along with their analysis received from Students, Faculty, Alumni and Employer for the Academic Session 2023-24 were put up to the house. The analysis reveals that there is a scope for improvement on all parameters; however the following parameter needs to be taken care of immediately.

S.No.	Particular requiring improvement	Action to be taken in (AS: 2024-25)	Responsibility
i.	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching. (Student Satisfaction feedback- Q.19)	Teachers of Mathematics & Accounts are to be encouraged more for the use of ICT tools	(a)Dean/HoD (Point i-vii except iii) (b)Principal through Admin Officer (AO) (Point iii) (c) Dean through Student Welfare (Point viii)
ii.	Teachers inform you about your expected competencies, course outcomes and programme outcomes.(Student Satisfaction feedback- Q.10)	COs are used in Lecture Plans and Question Papers. Faculty members are required to sensitize the students by helping them to understand about respective COs before the start and at the completion of every topic &	

		while discussing the assignments and question papers.	
III.	Washrooms are hygienic and well maintained. (Student feedback- Q.23)	AO is required to increase the frequency of monitoring.	
iv.	Project guidance facilitates hands-on-training, skill development, problem solving, analytical thinking and documentation. (Student feedback- Q.10)	To be supplemented with Add on Certification Programs. Enrich with Workshop/Seminar/Webinar etc.	
v.	The allocation of the credits to the course is appropriate in relation to the level of course work. (Student feedback- Q.01)	More practice time is to be given in labs to students	
vi.	Courses which are skills oriented.(Alumni feedback-Q.12)		
vii.	They are comfortable in using technology and workplace equipment. (Employer's Feedback – 07)		
viii.	Medical facilities provided by the Institute are adequate. (Faculty's Feedback- Q.25)	Student Welfare Committee to create the awareness on tie-ups with nearby Hospitals.	

Agenda 03:
- The Syllabi of Add-On Certification Courses to be introduced in the Academic session 2024-25

Following decisions were taken:

- The Syllabi of Add on Certification Courses which are to be reintroduced in the Academic session 2024-25 were presented verbatim for the inclusion or deletion of the topics in the courses. New Add on programs were also suggested by the experts. Inputs from the subject experts of industry and academia were discussed in length. After the detailed discussions, the syllabi of mentioned below courses were approved for execution in the academic session 2024-25:

Reintroduced Add-On Certification Programs

- Basic Computer Applications
- Communicative English & Soft Skills
- Introduction to Python Programming
- Introduction of Data Science, Artificial Intelligence, & Machine Learning
- Internet of Things (IoT)
- Blockchain and Applications
- Computerized Accounting & GST
- Hardware, Assembly & Networking
- Software Testing Tools and Techniques

- Digital Marketing
- Entrepreneurship and business development
- Business Innovation and expansion strategies
- Financial Modeling
- Retail Management
- NISM Certification
- Introduction of Share Market
- Basic Excel
- Advanced Excel
- Design Thinking
- Education for Sustainable Development (ESD)

Newly Introduced Add-On Certification Programs

- Power BI& Advanced Excel
- Basic Certificate in MIS
- Certification on Introduction of Mutual Fund
- Campus to Corporate Series
- Business Analytics
- Introduction of Mutual Fund & Tax Filing
- Marketing Analytics
- Simulation In Capital Market Module II
- Personal Branding & Networking (Part of Campus To Corporate)
- Big Data Analytics and its Applications
- Cloud Computing
- Mind Education
- Indian Knowledge System and Education
- Classroom Management Strategies
- Development of Leadership Skills
- Curriculum Development
- Institutional Development and National Education Policy(NEP) 2020
- Stress Management
- Panchkosha: Holistic development of personality
- Counseling Psychology
- Introduction to Constitution of India

Agenda 04: Any other items with the permission of Chair

No other point being raised by any member for discussion; meeting came to an end with the vote of thanks to the chair.

Dean

Cc: Principal, MIMT
All the members of Feedback Committee, MIMT as stated above