



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

16.08.2022

Minutes of Meeting of Internal Quality Assurance Cell (IQAC) for feedback analysis of 2021-22 held on 16th August, 2022 at 02:00 pm.

Members present:

Name	Position
Dr. Manoj Kumar Singh	Principal, MIMT
Dr. Meenakshi Sharma, Associate Professor	IQAC Coordinator
Mr. Abhay N. Tripathi, Associate Professor	Member
Dr. Himanshu Rastogi, Associate Professor	Member
Dr. Raj Kumar, Associate Professor	Member
Mr. Ashish Srivastava, Assistant Professor	Member
Mr. Suraj Shukla, Assistant Professor	Member
Mr. Somendra Sharma, Assistant Professor	Member
Ms. Manisha Sharma, Assistant Professor	Member

Agenda: 01

To discuss the feedback received from Students, Faculty, Alumni and Employer for the Academic Session 2021-22 and action to be taken thereof

Deliberations: 01

Feedback along with their analysis received from Students, Faculty, Alumni and Employer for the Academic Session 2021-22 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.

a. Student Feedback (Q.1 to Q.29)

S.No.	Particular requiring improvement	Action to be taken in (AS: 2022-23)	Responsibility
1	The laboratory experiments enhanced my understanding of the concepts and enabled me to relate theory to practice (Experiential learning).(Student feedback- Q.09)	More practice time is to be given in labs to students	Principal through HoD & Lab Incharge
2	Career Orientation and Placement support provided by the Institute is satisfactory (Student feedback- Q.19)	To hold small informal sessions with students for meeting their aspirations	Principal through TPO
3	Syllabus equips me with necessary technical skills to face the industry/academia. (Student	To be supplemented with Add on Certification Programs. Enrich with	Principal through HoD

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	feedback- Q.04)	Workshop/Seminar/Webinar etc.	
4	The allocation of the credits to the course is appropriate in relation to the level of course work. (Student feedback- Q.01)		

b. Alumni's Feedback (Q1. To Q.18)

S.No.	Particular requiring improvement	Action to be taken (AS: 2022-23)	Responsibility
1.	Curriculum addresses local, national and global needs. (Alumni feedback-Q.08)	To enrich with Add on Certification course, workshop, Conference & have experiential teaching learning process.	Principal through HoD
2	Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines. (Alumni feedback-Q.06)		
3	Career counseling and guidance for Higher Studies (Alumni feedback-Q.09)	To organize career counselling sessions.	Principal through HoD
4	Curriculum is effective in enhancing team-work. (Alumni feedback-Q.02)	To involve the students in organizing the events	Principal through HoD

c. Employer's Feedback (Q1. To Q 12)

S.No.	Particular requiring improvement	Action to be taken (AS: 2022-23)	Responsibility
Q.1	The students are able to develop practical solutions to work place problems.	Enrich with Workshop/Seminar/ Guest Lectures etc.	Principal through HoD

Agenda: 02

Action Taken Report on the meeting convened for feedback analysis of 2020-21 held on 7th August, 2021

Deliberations: 02

Reports of the Conference/ Workshop/Seminar/Webinar/Add on Certification Courses etc were placed to the house and the members showed their satisfaction.

HoD

IQAC Coordinator

(DR MEENAKSHI SINGH)

Principal