



## IQAC - Quality Assurance Initiatives

### Action Taken Report and Feedback Analysis for IQAC Meetings in 2022-23

#### Introduction

The Internal Quality Assurance Cell (IQAC) of Keshav Memorial Institute of Commerce and Sciences (KMICS) conducted a regular meeting on May 6, 2022, to discuss various issues raised through feedback collected from various stakeholders, including faculty, students, and external reviewers. This report outlines the issues discussed, the feedback received, and the actions taken to address the concerns for the academic year 2022-23, to improve the institution's overall performance and quality of education.

#### Issues Discussed

##### 1. Curriculum Enhancement:

- **Feedback:** There was a consistent request for updating the curriculum to include more industry-relevant courses and practical training sessions.
- **Action Plan:** Form a curriculum review committee comprising senior faculty members and industry experts to evaluate and recommend necessary changes.

##### 2. Infrastructure Improvement:

- **Feedback:** Students and faculty pointed out the need for improved laboratory facilities and better classroom infrastructure.
- **Action Plan:** Allocate a portion of the annual budget for infrastructure development. Begin by upgrading lab equipment and refurbishing classrooms.

##### 3. Faculty Development Programs:

- **Feedback:** Faculty members expressed a need for continuous professional development to keep up with the latest teaching methodologies and subject knowledge.
- **Action Plan:** Organize regular workshops and training sessions for faculty development. Encourage faculty to attend national and international conferences.

##### 4. Student Support Services:

- **Feedback:** There were suggestions to enhance student support services, particularly in career counselling and mental health support.
- **Action Plan:** Strengthen the career counselling cell by appointing dedicated counsellors. Introduce mental health awareness programs and support systems.

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## Plan of Action

### 1. Curriculum Review and Enhancement:

- Conduct a comprehensive review of the existing curriculum.
- Integrate new value-add courses and modules focusing on emerging technologies and industry requirements.
- Implement practical training sessions and industry internships.

### 2. Infrastructure Development:

- Prioritize the upgrade of laboratory facilities with modern equipment.
- Renovate classrooms to provide a conducive learning environment.
- Improve campus amenities such as libraries, study areas, and recreational facilities.

### 3. Faculty Development:

- Schedule quarterly workshops and training programs for faculty.
- Provide grants and support for faculty attending external training programs.
- Establish a mentoring system where experienced faculty guide new members.

### 4. Student Support Enhancement:

- Expand the career counseling cell with additional resources and personnel.
- Introduce regular mental health workshops and counseling sessions.
- Create an enhanced feedback mechanism for students to voice their concerns and suggestions.

## Conclusion

The actions taken based on the feedback received have significantly contributed to the enhancement of KMICS's academic environment, infrastructure, and support services. Continuous efforts will be made to address emerging issues and improve the overall quality of education and support provided to students and faculty.

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## ***Action Taken Reports on the Feedback from Stake holders***

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## Action Taken Reports on the Feedback Received

### Introduction:

Action Taken Reports (ATRs) serve as crucial documents outlining the response to feedback received from various stakeholders within Keshav Memorial Institute of Commerce and Sciences (KMICS). These reports provide a comprehensive overview of the concerns identified, recommendations for action, and the subsequent actions taken to address them. Here, we present a series of ATRs spanning multiple academic years, focusing on the Academic Years 2018-19 through 2022-23. Each report reflects the commitment of KMICS to continuously improve and address the evolving needs of its students, faculty, employers, and alumni.

Each table represents the concerns identified in the respective academic year along with the recommendations and actions taken to address them.

### Action Taken Report for Academic Year 2022-23

#### Students:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Girls have requested to have separate NCC Girl battalion	Formulate a plan to accommodate separate NCC battalions	Separate NCC Girl battalion sanctioned

### Action Taken Report for the Academic Year 2021-22

#### Students:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Continued online classes	Continued online teaching	Online classes conducted by staff
2	Requirement of cool water provision	Install water coolers	Water coolers installed
3	Girl students require a lady physical director	Appoint a female physical director	The lady physical director appointed

  
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## Faculty:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Enhanced facilities for wash basins and washrooms to be provided	Provide wash basins and washrooms on the first floor and MBA block	Wash basin and washrooms provided
2	Requirement of whiteboards	Installation of whiteboards	White boards installed

## Action Taken Report for the Academic Year 2020-21

## Students:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Students Requested for CPT classes	Regularly schedule CPT classes as part of the curriculum	CPT classes conducted on campus
2	Need for online classes	Invest in technology infrastructure for seamless online learning	Online classes conducted by staff

## Faculty:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Availability of Finance for purchasing laptops	Provide financial assistance for laptop purchases on an EMI basis	Finance provided on an EMI basis
2	Enhanced Wi-Fi is to be provided to take online classes	Install enhanced Wi-Fi for facilitating online classes	Enhanced Wi-Fi provided
3	Need for enhanced training and workshop	Management sponsored registration fees for the University of Hyderabad workshops and other workshops	Management sponsored registration fees for UOH and other workshops
4	Easy mobility of the staff between the floors- Requirement of an additional lift facility	Install additional lift facility for staff	Additional lift facility provided

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## Action Taken Report for the Academic Year 2019-20

### Students:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Need for increasing number of ladies' washrooms	Survey to determine the optimal number of washrooms	Ladies' washrooms increased

### Faculty:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1.	Faculty requirement of updated academic skills and knowledge	Encourage participation in workshops, national, and international seminars to update their expertise	Organized workshops and seminars initiated; Facilitated faculty participation
2.	Requirement of enhanced encouragement for research work among faculty	Encourage and provide resources for faculty to engage in research activities	Introduced incentives for research projects; Provided access to research resources and facilities
3.	Limited faculty involvement in Ph.D. programs	Encourage faculty to enroll in Ph.D. programs by highlighting benefits and providing support	Provided information on Ph.D. opportunities; Offered support including time for Ph.D. pursuits

### Employer:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Poor technical skills	Certificate course for Basic computer skills to be conducted	Certificate course for Basic computer skills conducted

### Alumni:

S. No.	Concern Identified	Recommendation for Action	Action Taken
1	Need for the enhanced enrollment of the students for internships	Facilitate enhanced internship opportunities	Student enrollment in internships facilitated and enhanced

  
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## Action Taken Report for the Academic Year 2018-19

### Students:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	The requirement of fine writing surfaces during teaching	Ensure all classrooms have suitable writing surfaces	Modern green boards installed
2	Training adequacy for placements	Offer consistent CRT classes to prepare students	CRT classes conducted
3	Availability of sanitary pads	Install sanitary pad vending machines in accessible locations	Sanitary pad vending machines provided
4	Request for value-added courses	Collaborate with industry experts to design relevant courses	Value-added and certificate courses provided
5	Some classrooms have visibility issues	Explore alternative lighting solutions to improve visibility	Curtains provided in some classrooms

### Faculty:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Renovation of computer labs and the need for a greater number of systems	Renovate computer labs and purchase additional systems	Computer labs were renovated, and new systems purchased

### Employer:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Poor communication skills of graduates	Personality development classes conducted, CRT classes conducted	Personality development classes conducted, CRT classes conducted

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## Alumni:

S.No.	Concern Identified	Recommendation for Action	Action Taken
1	Lack of soft skills	More CRT classes to be conducted	Increased CRT classes conducted
2	Exposure to practical knowledge is required	Lab hours are increased	Lab hours are increased

## Conclusion:

In conclusion, the Action Taken Reports for the Academic Years 2018-19 through 2022-23 encapsulate the proactive measures undertaken by the Keshav Memorial Institute of Commerce and Sciences (KMICS) in response to feedback from its stakeholders. Through these reports, it is evident that KMICS is dedicated to fostering an environment conducive to learning, growth, and development. By addressing concerns raised by students, faculty, employers, and alumni, the institution demonstrates its commitment to continuous improvement and excellence in education. These reports serve as a testament to the collaborative efforts and unwavering dedication of the Keshav Memorial Institute of Commerce and Sciences (KMICS) toward ensuring the holistic well-being and success of its community members.

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