




AMC Group of Educational Institutions

(Affiliated to Calicut University)

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ACTION TAKEN REPORT ON STUDENT FEEDBACK 2023-24

1. Enhancing Availability to Students Outside Class

- **Action:** Implement designated office hours for faculty where students can approach teachers for extra help and discussions.
- **Responsibility:** Faculty members
- **Timeline:** Starting from the next academic semester

2. Incorporation of Modern Teaching Aids and Methods

- **Action:** Conduct workshops for faculty to improve the usage of smartboards, interactive tools, and digital teaching platforms.
- **Responsibility:** Academic Coordinator
- **Timeline:** Organize training before the next academic year begins

3. Encouraging Student Participation & Questions in Class

- **Action:** Introduce interactive sessions, group discussions, and Q&A forums to make the classroom environment more engaging.
- **Responsibility:** Faculty and Department Heads
- **Timeline:** Immediate implementation in the next academic session

4. Stimulating Discussions During Lectures

- **Action:** Include case studies, real-life examples, and debates related to the subject matter to encourage more discussion.
- **Responsibility:** Faculty members
- **Timeline:** Starting next semester

5. Areas of Continued Focus

Mastery of Subject Matter

- **Action:** Continue to ensure that faculty members remain updated with the latest advancements in their respective fields through seminars and refresher courses.

2. Classroom Management

- **Action:** Maintain the current approach and explore additional techniques to further improve classroom discipline and engagement.

6. Conclusion

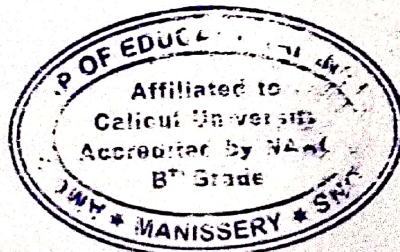
The feedback provided by the students has been invaluable in identifying the strengths of the faculty and areas that require attention. The above action plan will be implemented to ensure continuous improvement in teaching quality and student engagement.

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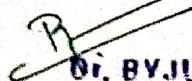
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ACTION TAKEN REPORT ON TEACHER FEEDBACK ANALYSIS OF 2023-24 Action Plan for Improvements

- 1. Improvement in Time Framework of Syllabus**
 - **Action:** Review and adjust the course schedule to better align with the time framework, ensuring teachers have adequate time to cover the syllabus comprehensively.
 - **Responsibility:** Curriculum Committee & Department Heads
 - **Timeline:** Before the next academic semester
- 2. Catering to Both Slow and Fast Learners**
 - **Action:** Develop and introduce differentiated learning materials and teaching strategies to support both slower and faster learners. This includes additional assignments for advanced students and remedial support for those who need extra help.
 - **Responsibility:** Faculty Members
 - **Timeline:** To be implemented in the next academic session
- 3. Enhancing Job Readiness Capability of the Syllabus**
 - **Action:** Revise the syllabus in consultation with industry experts to ensure that it aligns with current job market demands and includes more practical, skill-based components.
 - **Responsibility:** Curriculum Development Team & Industry Partners
 - **Timeline:** Revisions to be proposed for the next syllabus update cycle
- 4. Improving the Sustainability of the Evaluation System**
 - **Action:** Introduce continuous assessment methods (e.g., projects, presentations, and regular quizzes) to ensure consistent evaluation of students throughout the semester, reducing reliance on final exams.
 - **Responsibility:** Examination Committee
 - **Timeline:** To be implemented from the upcoming academic semester
- 5. Value Education to Foster Good Citizenship**
 - **Action:** Incorporate modules on ethics, civic responsibilities, and social issues within the syllabus to emphasize the importance of being responsible citizens.
 - **Responsibility:** Faculty Members and Curriculum Planners
 - **Timeline:** To be included in the syllabus for the next academic year

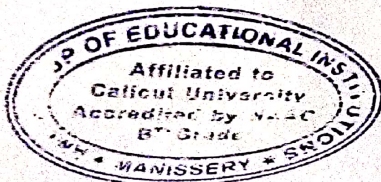
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ACTION TAKEN REPORT ON THE ANALYSIS OF ALUMNAE FEEDBACK 2023-24

Recommendations for Improvement:

- Curriculum Updates:** Teach the curriculum to align with evolving national and international standards. The high percentage of disagreement here points to the need for curriculum innovation.
- Industry Integration:** Enhance collaboration with industries to ensure the courses are more attuned to the job market, thus improving alumni employability prospects.
- Syllabus Structure:** Re-evaluate the syllabus for better structure and coherence, ensuring clear objectives, modules, and assessments.
- Project Guidelines:** Provide more structured and detailed guidance for project work to make it more engaging and constructive for students.
- Workplace Skills Development:** Consider introducing more practical components that directly cater to workplace needs, ensuring students leave equipped with both theoretical and practical skills.

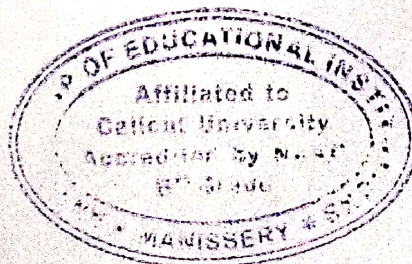
By focusing on these areas, the program can better meet the needs of students and alumni, enhance satisfaction, and improve alignment with both academic standards and job market requirements.

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ACTION TAKEN REPORT ON EMPLOYER FEED BACK ANALYSIS. 2023-24

1. Key Observations: Lack of communication skill is the major key weakness found among the new aspirants. Writing skill and grammer is found poor.

2. Actions Taken:

Improved Communication: Established weekly meetings to address communication gaps between departments.

Employee Retention Program: Launched a new mentorship initiative to increase engagement and reduce turnover.

Process Optimization: Streamlined onboarding processes to ensure quicker integration of new hires.

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