AISSMS
COLLEGE OF ENGINEERING
ज्ञानम् सकलजनहिताय
(Accredited by NAAC with grade A+)

Internal Quality Assurance Cell

STAKEHOLDERS FEEDBACK

ANALYSIS AND ACTION TAKEN

REPORT

DEPARTMENT
OF
CIVIL ENGINEERING

Academic Year 2018 – 19

HEAD OF DEPARTMENT
CIVIL ENGINEERING
AISSMS's COE, PUNE-1.

We, at AISSMS COE firmly believe that one can improve if one knows the shortcomings. The various feedback systems in our institution are a testimony to our belief. AISSMS COE employs a transparent and robust feedback system.

The purpose of this feedback process is to provide a structure for obtaining, summarizing and documenting information on the stakeholder perceptions of the quality and effectiveness of the Institute's processes and procedures for various academic and administrative activities.

Various modes of interaction with all internal and external stakeholders are planned at department level as mentioned in below table. Suggestion received from these interactions are analyzed and corrective actions are initiated at department level.

S. N.	Nature of interaction	Frequency
01	Induction program for all classes	At the start of academic year
02	Program Assessment and Quality Improvement Committee meetings	Twice in a semester
03	Department Advisory Board meeting	Once in a year
04	Department meetings with faculty	Every week
05	Parent meet	Once in a academic year
06	Industry meet	Once in a academic year
07	Alumni meet	Once in a academic year
08	Feedback of stakeholders on curriculum	Once in a academic year
09	Student – faculty feedback	Twice in a semester
10	Meeting / interaction of HoD / Principal with students	Once in a academic year
11	Feedback from students on infrastructure and facilities	Once in a academic year
12	Course End Survey	At the end of semester
13	Exit survey from students and faculty	Once in a academic year
14	Any other mode of interaction with stakeholders / suggestions	Throughout year

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01. Induction program for all classes

Induction program is conducted for first year students for two weeks. During this induction program the Head of Department is allotted a slot for department presentation. Head of the department presents Vision, Mission and goals of the department and various activities conducted in the department. In the second year at the beginning of the third semester an induction program is conducted.

S.N.	Suggestions Received	Action Taken
1	Students asked about various activities conducted by the department	The different activities like expert lectures, site visit, technical competitions are conducted.
2	Various career options available in different civil engineering domains were asked by the students	Different competitive examinations organized by Government organizations as well as public sector units were discussed and were assured the help regarding clearing those exams.

02. Program Assessment and Quality Improvement Committee Meetings

The Programme Assessment and Quality Improvement Committee (PAQIC) is constituted for monitoring and improving quality of the programs of the department. Committee should periodically monitor and evaluate departmental academic and allied activities.

S.N.	Suggestions received	Action Taken
1	The CO-PO assessment procedure to finalize.	At what level the CO should be matched with PO was discussed for each course.
2	The activities for PO assessment to finalize.	The level of attainment for PO mapped with different activities was discussed.

03. Department Advisory Board meeting

DAB meeting is planned in the month of November/December. DAB gives input regarding department vision, mission, PEO, curriculum.

S.N.	Suggestions received	Action Taken
1	New topics not covered in syllabus but required in industry were suggested.	Expert lectures related to those topics were conducted.
2	Site visits and internships can be conducted.	Site visits for all subjects was planned.

04. Department meetings with faculty

After every HoD meeting, a department meeting is held in the department.

S.N.	Suggestions received	Action Taken
1	Guidelines for teaching learning were sought.	Teaching methods for different subjects was discussed.
2	The teaching aids required for lectures and practical was listed.	The teaching aids were procured and kept available in the department for use.

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05. Parent meet

Parents meet is scheduled every semester in a year. Number of points related to the department, academics, training and placement, examination etc. are discussed by respective class GFM and Head of the Department.

S.N.	Suggestions received	Action Taken
1	Suggestions regarding online examination and Industry interaction.	Students are provided with MCQ and university notices are circulated on WhatsApp groups of students through GFM. Department organizes expert sessions by Industry persons.
2	Parents wanted their wards tobe industry ready.	Session regarding placement interviews was scheduled with the industry professionals.

06. Alumni meet

Alumni meet was not conducted in Face-to-Face mode due to covid pandemic, however alumni interaction was held in an online mode. Coffee with Alumni Series was started during this period.

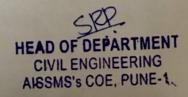| S.N.	Suggestions received	Action Taken
1	Alumni assistance for BE final year project.	BE civil students were motivated for doing internship and projects with the help of alumni.

07. Feedback of stakeholders on curriculum

Stakeholders feedback on curriculum was collected and analyzed by the Department and communicated to IQAC. The suggestions were discussed with Program Assessment and Quality Improvement Committee and action plan was proposed for execution.

A) Students

S.N.	Suggestions received	Action Taken
1	Contents in the course required in the industry should have more practical exposure.	Those contents are covered during industrial visits.
2	Personality development courses to initiate.	Soft skill course is conducted.

B) Faculty

S.N.	Suggestions received	Action Taken
1	Suggestions regarding Curriculum gap and improvement in syllabus structure, received from faculties.	Suggestions are communicated to University through proper channels in order to reflect in the revised syllabus.
2	Arrange technical courses in collaboration with industry.	Technical courses for students in collaboration with professionals are arranged in the department and few are proposed.

C) Alumni

S.N.	Suggestions received	Action Taken
1	Student & Faculty Development Program	Department has arranged faculty development program for faculties And workshop for students
2	Expert Lecture/Training programs for students	Expert lectures are arranged in department

D) Parents

S.N.	Suggestions received	Action Taken
1	More Practical skills and internship program must be there	Department has recommended many students for internship in various industries
2	The college should try more on increasing knowledge based education of the students	University has introduced PBL subject, under this subject practical knowledge of student is enhancing.

08. Student – faculty feedback

Student Faculty feedback was taken twice in a semester through ERP.

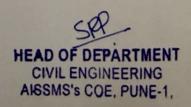|		
1	Faculty feedback regarding academics is taken from students twice in a semester	Faculties with feedback more than 75% are given appreciation letters for their performance. Faculty having less than 75 % feedback were ask for improvement in specific area.

09. Feedback from students on infrastructure and facilities

Facility feedback was taken from students of Civil Engineering through ERP, for infrastructure and facilities provided by the department and college.

S.N.	Suggestions received	Action Taken
1	Infrastructure and facility feedback is taken from the students by developing rubrics related to online teaching ,support for co-curricular activities etc.	Maximum number of student are satisfied with the support from department, as faculties are conducting online lectures, practical through Microsoft Team and Co-curricular activities are also going on.

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Course End Survey

Course end survey is taken for each course at the end of semester.

S.N.	Suggestions received	Action Taken
1	Software knowledge in details	Workshop arranged

13. Exit survey from students and faculty

S.N.	Suggestions received	Action Taken
1	Appropriateness of Course outcomes	Attainment found out

Name and Sign

Academic Coordinator /
PAQIC Coordinator

Name and Sign

Head of Department

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18 Sept 2019

Stakeholder Feedback Report and Action Taken Report
Year 2018-19
ELECTRICAL DEPARTMENT

The purpose of this Policy is to provide a framework for obtaining, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the Institute's curriculum for use in program evaluation, accreditation and other academic quality assurance processes and activities. The scope of this Policy covers all the programs run by AISSMS College of Engineering, Pune. Specifically, this Policy provides a framework for: 1. Monitoring and improving the quality of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment. 2. Providing students and stakeholders with the opportunity to actively participate in the continual improvement of programs. 3. Recognizing, documenting, supporting and extending good practices for effective implementations of curriculum provided by affiliating University. 4. Ensuring the provision of information to students and stakeholders regarding the consideration of feedback collected over time, including actions taken to address concerns raised in any feedback received. Responsibilities • The Academic Coordinator and the Administrative officer are jointly responsible for the collection, analysis and reporting of stakeholder feedback relating to academic programs. • Coordination of responses to feedback will be the responsibility of the Heads of Departments. Policy Provisions General Provisions • All students and stakeholders have the opportunity to provide feedback. • Student feedback is a core component of program evaluation but feedback is also sought from Alumni, Graduates, Parents, Industry partners and Academic peers. • Feedback processes will be systematic, rigorous and respectful of the rights of students and staff and will incorporate strategies to maximize student participation. • A range of feedback mechanisms including surveys, focus groups, informal comments and other participatory activities will be employed as appropriate. Collecting Feedback: • The Institute seeks student feedback in a form which can be captured, analyzed and reported every time a course is delivered through course end survey. • A core set of questions will form the basis of a survey deployed to systematically evaluate teaching and learning in all UG PG courses. • Stakeholder feedback will be collected as required for specific purposes using methods appropriate for the specific feedback sought. Actions on summarized feedback: • All the feed backs received from various stakeholders are summarized and analysis is carried out at department level. • Recommendations made from the feedback comprise, recommendations to Board of studies for changes in the syllabus of the university and the suggestions made to management on procurement of facilities and equipments. • Recommendations received from the heads are discussed in HODs meeting and forwarded to management for approval/sanctions. The whole objective of the this policy is effective implementation of Curriculum for better learning and continuous improvement of the processes and practices.

Head
Department of Electrical Engineering
AISSMS College of Engineering, Pune