



S.E.M.T'S
MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)
NAWAYAT NAGAR, SOPARA (W), VASAI, DIST- PALGHAR
PIN - 401 203, (MAHARASHTRA)

CRITERION 7

7.3.1:

Portray the performance of the Institution in one area distinctive to its priority and thrust



ANALYSIS OF CURRICULUM FEEDBACKS



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Feedback Analysis and Action Taken Report 2021-22





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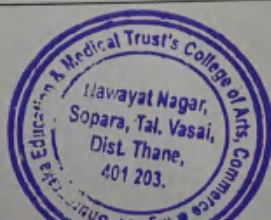
Analysis of Curriculum Feedback given by the Faculties, Students and Alumni

Curriculum Feedback Analysis: Teachers – 2021 – 22

The Curriculum feedback analysis by Teachers for the academic year 2021 – 22 is presented as follows. The Curriculum review shows that it is satisfactory as all Teachers gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	Count	Average
1.	The Curriculum prescribed by the University is relevant and meaningful	13	3.85
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	13	3.62
3.	A student can apply the knowledge from the curriculum to the real-life situation	13	3.46
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	13	3.85
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	13	3.92
6.	The Curriculum is confined to the prescribed time limits	13	4.00
7.	The activities assigned to them under this curriculum provide scope for real life application	13	3.92
8.	The Curriculum is updated at regular interval	13	3.69
9.	The Curriculum prepares the student for internship and then for job market	13	3.08
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	13	3.85
Average			3.72



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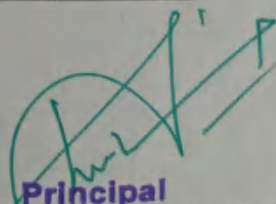
Curriculum Feedback Analysis: Students – 2021 – 22

The Curriculum feedback analysis by Students for the academic year 2021 – 22 is presented as follows. The Curriculum review shows that it is satisfactory as all Students across the faculties gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	BA	BCom	BMS	BAF	MCom
1.	The Curriculum prescribed by the University is relevant and meaningful	4.00	3.95	3.95	3.97	4.23
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	3.53	3.89	4.00	3.78	4.08
3.	A student can apply the knowledge from the curriculum to the real-life situation	3.76	3.87	3.76	3.54	4.00
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	3.76	4.04	3.88	3.73	3.85
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	3.47	3.89	3.46	3.62	4.31
6.	The Curriculum is confined to the prescribed time limits	3.47	3.80	3.68	3.43	3.62
7.	The activities assigned to them under this curriculum provide scope for real life application	3.65	3.89	3.61	3.59	3.62
8.	The Curriculum is updated at regular interval	3.71	3.86	3.61	3.81	3.92
9.	The Curriculum prepares the student for internship and then for job market	3.53	3.93	3.49	3.78	3.69
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	3.65	3.82	3.90	3.68	3.85
	Average	<u>3.65</u>	<u>3.89</u>	<u>3.73</u>	<u>3.69</u>	<u>3.92</u>




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Curriculum Feedback Analysis: Alumni – 2021 - 22

The Curriculum feedback analysis by Alumni for the academic year 2021 – 22 is presented as follows. The Curriculum review shows that it is satisfactory as all Alumni gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	Count	Average
1.	The Curriculum prescribed by the University is relevant and meaningful	8	3.88
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	8	4.13
3.	A student can apply the knowledge from the curriculum to the real-life situation	8	3.25
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	8	3.50
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	8	3.75
6.	The Curriculum is confined to the prescribed time limits	8	3.13
7.	The activities assigned to them under this curriculum provide scope for real life application	8	3.63
8.	The Curriculum is updated at regular interval	8	3.50
9.	The Curriculum prepares the student for internship and then for job market	8	3.63
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	8	3.75
Average			1.52



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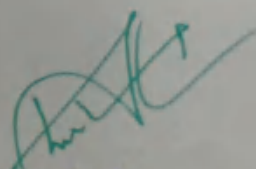
Curriculum Feedback Analysis: Employer_2021 – 22

The Curriculum feedback analysis by Employer for the academic year 2021 – 22 is presented as follows. The Curriculum review shows that it is satisfactory as all Employer gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	Count	Average
1.	The Curriculum prescribed by the University is relevant and meaningful	3	4.67
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	3	4.33
3.	A student can apply the knowledge from the curriculum to the real-life situation	3	4.00
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	3	4.00
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	3	4.00
6.	The Curriculum is confined to the prescribed time limits	3	4.00
7.	The activities assigned to them under this curriculum provide scope for real life application	3	4.67
8.	The Curriculum is updated at regular interval	3	4.33
9.	The Curriculum prepares the student for internship and then for job market	3	4.33
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	3	4.33
Average			4.27




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Feedback on Current Syllabus 2021-22
Analysis and Action Taken Report

Feedback data gathered in the process of documentation and discussed in Internal Quality Assurance Cell (IQAC) and proposed to be forwarded to Board of Studies, University of Mumbai

The IQAC has collected syllabus feedback from its Stakeholder e.g. Students, Teacher, Employer, Alumni and Parents through structured questionnaire.

Action Taken Report on Teachers Feedback

Sr.No	Focal Points	Suggestions	Action Taken
1.	Reading Reference Materials	Faculty members are satisfied with books and journals available in the library	With recommendation of the faculty members, new books are to be purchase in library
2.	Respondent opinion on depth of the course content is:	The syllabus revision 2016-17 onwards across all the under graduate programmes was a paradigm shift as it incorporated major changes in all the programmes	-
3.	Overall rating by the Teachers on Current syllabus	Average score is 3.72 considering the feedback on qualitative aspects, it was suggested to motivate students for internal evaluation	Teachers were asked to refer Open Educational Resources.




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Feedback Analysis and Action Taken Report 2020-21





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Analysis of Curriculum Feedback given by the Faculties, Students and Alumni

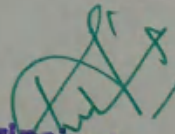
Curriculum Feedback Analysis: Teachers – 2020 – 21

The Curriculum feedback analysis by Teachers for the academic year 2020 – 21 is presented as follows. The Curriculum review shows that it is satisfactory as all Teachers gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	Count	Average
1.	The Curriculum prescribed by the University is relevant and meaningful	17	4.24
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	17	4.24
3.	A student can apply the knowledge from the curriculum to the real-life situation	17	3.88
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	17	3.94
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	17	3.71
6.	The Curriculum is confined to the prescribed time limits	17	3.94
7.	The activities assigned to them under this curriculum provide scope for real life application	17	3.35
8.	The Curriculum is updated at regular interval	17	3.71
9.	The Curriculum prepares the student for internship and then for job market	17	3.53
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	17	4.18
	Average		<u>3.87</u>




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Curriculum Feedback Analysis: Students – 2020 – 21

The Curriculum feedback analysis by Students for the academic year 2020 – 21 is presented as follows. The Curriculum review shows that it is satisfactory as all Students across the faculties gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	BA	BCo m	BMS	BAF	MCom
1.	The Curriculum prescribed by the University is relevant and meaningful	3.56	3.96	3.93	2.50	4.6
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	4.00	3.91	3.36	3.21	4.2
3.	A student can apply the knowledge from the curriculum to the real-life situation	3.56	3.79	3.21	3.79	3.6
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	4.33	3.90	3.50	3.96	3.6
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	3.22	3.81	3.79	4.04	4.2
6.	The Curriculum is confined to the prescribed time limits	3.11	3.77	3.50	3.54	3.6
7.	The activities assigned to them under this curriculum provide scope for real life application	3.22	3.69	3.93	3.54	3.8
8.	The Curriculum is updated at regular interval	3.56	3.93	3.07	3.63	3.6
9.	The Curriculum prepares the student for internship and then for job market	3.00	3.76	3.71	3.63	3.8
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	3.67	3.88	3.86	3.42	4.8
	Average	3.52	3.84	3.59	3.53	3.98



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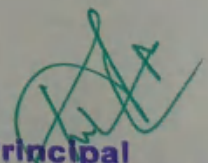
Curriculum Feedback Analysis: Alumni – 2020 – 21

The Curriculum feedback analysis by Alumni for the academic year 2020 – 21 is presented as follows. The Curriculum review shows that it is satisfactory as all Alumni gave an average score between 3 and 4 for all questions put on Curriculum. The average scores for individual questions are as bellows:

Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	Count	Average
1.	The Curriculum prescribed by the University is relevant and meaningful	19	4.21
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	19	4.05
3.	A student can apply the knowledge from the curriculum to the real-life situation	19	3.89
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	19	4.32
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	19	3.79
6.	The Curriculum is confined to the prescribed time limits	19	3.68
7.	The activities assigned to them under this curriculum provide scope for real life application	19	4.05
8.	The Curriculum is updated at regular interval	19	4.11
9.	The Curriculum prepares the student for internship and then for job market	19	3.63
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	19	4.11
Average			3.98




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Curriculum Feedback Analysis: Employer_2020 – 21

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Curriculum Feedback Analysis Report showing Average Score out of 5

Sr.No	Questions	Count	Average
1.	The Curriculum prescribed by the University is relevant and meaningful	3	5
2.	The content covered by the Curriculum gives the student in depth knowledge of the subject	3	4.67
3.	A student can apply the knowledge from the curriculum to the real-life situation	3	5.00
4.	The topic covered in the curriculum helps them in developing their practical and manual skills	3	4.67
5.	The reference books and other material for the preparation of the curriculum are easily available to the students	3	4.67
6.	The Curriculum is confined to the prescribed time limits	3	4.67
7.	The activities assigned to them under this curriculum provide scope for real life application	3	4.67
8.	The Curriculum is updated at regular interval	3	3.33
9.	The Curriculum prepares the student for internship and then for job market	3	4.67
10.	The Curriculum provides students time and opportunities for co-curricular activities like NSS, NCC, Cultural Activities, DLLE, Avishkar and Research	3	4.33
	Average		4.57



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Feedback on Current Syllabus 2020-21
Analysis and Action Taken Report

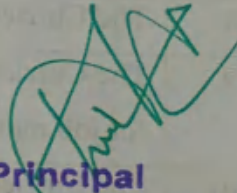
Feedback data gathered in the process of documentation and discussed in Internal Quality Assurance Cell (IQAC) and proposed to be forwarded to Board of Studies, University of Mumbai

The IQAC has Collected syllabus feedback from its Stakeholder e.g Students, Teacher, Employer, Alumni and Parents through structured questionnaire.

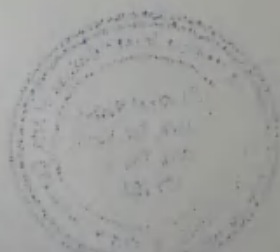
Action Taken Report on Teachers Feedback

Sr.No	Focal Points	Suggestions	Action Taken
1.	Reading Reference Materials	Faculty members are satisfied with books and journals available in the library	Teachers were asked to refer online reference book during Covid-19
2.	Respondent opinion on depth of the course content is:	The syllabus revision 2016-17 onwards across all the under graduate programmes was a paradigm shift as it incorporated major changes in all the programmes	-
3.	Overall rating by the Teachers on Current syllabus	Average score is 3.98 considering the feedback on qualitative aspects, it was suggested to motivate students for internal evaluation	Teachers were asked to refer Open Educational Resources.




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Feedback Analysis and Action Taken Report 2019-20





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Analysis feedback given by the Students, Alumni, Parents and Faculties (2019-20)

Analysis of Student's Feedback of Teachers (2019-20)

Feedback is information about how we are doing in our efforts to reach our goal. Feedback is considered as one of the most powerful influences on any achievement as it enhances performance.

Students being the most important stakeholders in an educational institute, their feedback have become a widely used source of information to evaluate and improve teaching effectiveness. In order to provide good learning atmosphere, teachers have to be accountable for their performance. Feedback makes a teacher aware of students' pedagogical requirements and guides them to think what kind of facilitation is needed by their students.

Every year we gather feedback from students by asking them to complete an anonymous on-line survey about every teacher taking a course of study. Our form contains 17 questions – and we need quantitative response with '1.50' being unsatisfactory to '4' being very good.

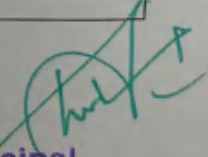
The feedback received is then analyzed and a copy of the feedback is given to each faculty member. Those needing guidance are advised/counselled by the Vice Principal/Principal without disturbing the teacher's self esteem. Methods of improvements are discussed and recommended because a systematic measure of students' view cannot be ignored.

Score	Grade	Remark
0-1.5	D	Un - Satisfactory
1.5 – 2.00	C	Satisfactory
2.00 – 3.00	B	Good
3.00 – 4.00	A	Very Good

Traditional Course (B.Com & B.A) Teachers Feed Back (2019-20)

Sr.NO	Teachers Name	Rating
1.	Mr. Irshad Shaikh	A
2.	Miss Ruksar Khan	A
3.	Miss Diksha Vaje	A
4.	Miss Mona Dedhia	A
5.	Mr. Ibrahim Chauhan	A




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6.	Miss Tehseen Shaikh	A
7.	Miss Fatima Sayeed	A
8.	Miss Kanchan Nag	A
9.	Mr. Shahid Shaikh	A
10.	Mrs. Rohita Raut	A
11.	Mr. Kelvin Salve	A

Most of the B.Com & B.A faculties have received score between 3 & 4. All scores were above 3.5 and can be further improved.

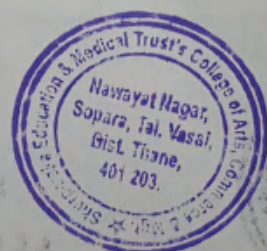
Self-Finance Course Teachers Feed Back (2019-20)

Sr.NO	Teachers Name	Rating
1.	Miss Elakshi Tawade	A
2.	Miss Pooja Shirsekar	A
3.	Mr. Atul Narkhade	A
4.	Mr. Suresh Rokkadvatti	A
5.	Mr. Mohammad Chawre	A
6.	Mrs. Kanchan Nag	A
7.	Mrs. Shahida Shaikh	A
8.	Miss Murel Rodrigue	A
9.	Mrs. Sujata Yadav	A
10.	Miss. Mamta Hati	A
11.	Miss Sana Shaikh	A
12.	Miss Tehseen Shaikh	A
13.	Miss Fatima Sayyed	A

All the BMS & BFM faculties have received score between 3 & 4. All scores were above 3.5 and can be further improved.

Questionnaire of Student's Feedback form for Teacher (2019 -2020)

Q. No.	Criterion
1	Knowledge base of the teacher (as perceived by you)
2	Communication skills (In terms of articulation and comprehensibility)
3	Sincerity/ Commitment of the teacher
4	Interest generated by the teacher
5	Ability to integrate course material with environment/ other issues, to provide a broader perspective
6	Ability to integrate content with other courses



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	outside class)
8	Ability to design quizzes/ Tests/ Assignments/ examinations and projects to evaluate students understanding of the courses.
9	Provision of sufficient time for feedback
10	Overall rating

Action Taken Report

1. Principal had taken Individual Teacher meeting in his Chamber and given Feedback about their performance
2. Principal also advised some Teachers to be punctual in College and Lectures
3. Principal advised Teachers to use the modern technique of Teaching like Pdf, PPT and online Video Lecture
4. Principal advised some Teachers to conduct Test and Assignments.



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Nawayat Nagar, SOPARA (W), Vasai, Dist.- Palghar
PIN - 401 203, (MAHARASHTRA)

Annexure 2.2

Analysis of Students' Feedback on 'Support and Administrative' (2019-20)

We, at SEMT's, M.B. Harris College of Arts, A.E. Kalsekar College of Commerce and Management want to enhance and provide physical infrastructure and create conditions in which students can achieve their best by developing a holistic environment for learning and self-development. Hence our Student Feedback form includes Feedback on Support and Administrative services. Moreover, such feedback helps us to understand the current state and pinpoint areas that need improvement. This study also helps us to allot resources based on the user's perspective' about service quality.

We present our study on students' satisfaction with administrative services conducted through an on-line survey where services are rated on a scale of 0 to 4 with '1.5' being poor and '4' being Very Good.

No. of services: 15

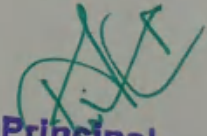
Score	Grade	Remark
0-1.5	D	Un - Satisfactory
1.5 - 2.00	C	Satisfactory
2.00 - 3.00	B	Good
3.00 - 4.00	A	Very Good

The questionnaire with score received Course-wise is attached for kind reference.

Our services have improved and now our college canteen provides variety of food items in a congenial atmosphere. Numbers of books and journals in the College library have been increased to cater to the demands of the students.

We need to upgrade a few services and we have initiated the improvement process, and are sure the positive results of our efforts would be seen in the next feedback.




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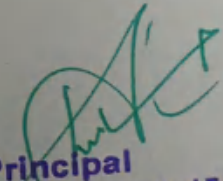


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Questionnaire & Analysis of Admin Feedback, Course-wise (2019 – 2020)

Q No.	Question	B.Com	B.A.	B.M.S.	B.F.M	Gnd. Avg.
1	Choice of Courses offered	B	B	B	B	B
2	Equipment	A	A	B	B	A
3	Functioning of Students' Grievance Cell	A	A	A	A	A
4	Functioning of Placement cell	B	A	A	A	A
5	Functioning of Overall environment conducive for learning	A	A	B	A	A
6	Co-operation of the Administrative Office	A	B	A	A	A
7	Co-operation of Class IV employees / Peons	A	A	A	A	A
8	Cultural and Extra-Curricular Activities in the College	A	A	A	A	A
9	Canteen Facilities in the College	B	C	C	C	C
10	Maintenance of cleanliness and hygiene in the College	A	B	B	B	B
11	Provision of Drinking Water in the College	A	B	B	B	B
12	Maintenance of Toilets in the College	A	B	B	B	B
13	Internet and Computer Facilities	A	A	B	A	A
14	Lift	A	B	C	B	B
15	Gymkhana & Sports Facilities	B	B	B	C	B
16.	Library Facilities	A	A	B	B	A
17.	Research Cell	B	B	B	B	B
	Average	A	A	A	A	A




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Action Taken Report

1. Principal had taken Office Administrative staff and Non-Teaching Staff meeting in his Chamber and given Feedback about their performance
2. Principal asked Canteen Staff to change the Canteen food and maintained hygiene in Canteen
3. Principal asked Peon staff to allow the Disabled student to use Lift and also allow students those who are not well.
4. Principal asked Sports Committee to organised different sports for Students and update them with College, University, National and International Sports Event.
5. Principal asked staff to apply for Minor Research Project, FDP, Orientation Program and Research Work Seminar and Workshop



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Annexure 2.3

Alumni Appraisal of Administrative Services/Facilities and Curriculum (2018-19)

An alumnus is a former student and the alumni are best equipped to give feedback because they have the opportunity to experience the College at the fullest. They are an institute's loyal supporters and are also its ambassadors. It is important to realize that they are also a part of our future – not just of our past. Many have progressed to higher education and most are now well placed in life and so their input will give us insight into institutional quality improvement.

Alumni Appraisal for Curriculum

Score	Grade	Remark
0-1.5	D	Un - Satisfactory
1.5 – 2.00	C	Satisfactory
2.00 – 3.00	B	Good
3.00 – 4.00	A	Very Good

Sr. No	Criterion	Rate
1.	Do you think your Curriculum was up to date?	A
2.	Was it sufficient to meet modern day demands of employment?	A
3.	Has the curriculum empowered you for meeting your ambitions especially towards higher/ professional education?	B
4.	It is adequate to face the contemporary global challenges?	B
5.	How would you grade your curriculum?	A

Most of the Alumni were found to be satisfied by the Curriculum prescribed by the University. Analysis on the feedback given by Alumni on the Curriculum will be communicated to the University.



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Feedback Analysis and Action Taken Report 2018 – 19



Annexure 2
Analysis feedback given by the Students, Alumni, Parents and Faculties (2018-19)



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Annexure 2
Analysis feedback given by the Students, Alumni, Parents and Faculties (2018-19)

Annexure 2.1

Analysis of Student's Feedback of Teachers (2018-19)

Feedback is information about how we are doing in our efforts to reach our goal. Feedback is considered as one of the most powerful influences on any achievement as it enhances performance.

Students being the most important stakeholders in an educational institute, their feedback have become a widely used source of information to evaluate and improve teaching effectiveness. In order to provide good learning atmosphere, teachers have to be accountable for their performance. Feedback makes a teacher aware of students' pedagogical requirements and guides them to think what kind of facilitation is needed by their students.

Every year we gather feedback from students by asking them to complete an anonymous on-line survey about every teacher taking a course of study. Our form contains 17 questions – and we need quantitative response with '1.50' being unsatisfactory to '4' being very good.

The feedback received is then analyzed and a copy of the feedback is given to each faculty member. Those needing guidance are advised/counselled by the Vice Principal/Principal without disturbing the teacher's self-esteem. Methods of improvements are discussed and recommended because a systematic measure of students' view cannot be ignored.

Score	Grade	Remark
0-1.5	D	Un - Satisfactory
1.5 – 2.00	C	Satisfactory
2.00 – 3.00	B	Good
3.00 – 4.00	A	Very Good

Traditional Course (B.Com & B.A) Teachers Feed Back (2018-19)

Sr.NO	Teachers Name	Rating
1.	Mr. Irshad Shaikh	A
2.	Miss Ruksar Khan	A



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3.	Miss Diksha Vaje	A
4.	Miss Mona Dedhia	B
5.	Miss Geeta Pal	A
6.	Miss Sana Shaikh	A
7.	Miss Tehseen Shaikh	B
8.	Mr. Shahid Shaikh	A
9.	Mrs. Rohita Raut	A
10.	Miss Annjum Sayyed	A
11.	Mr. Suresh Rokhadpatti	A
12.	Mr. Amit Pandey	A
13.	Miss Pooja Shirsekar	B
14.	Miss Mehjabin Shaikh	B
15.	Mrs. Dipanwita Banerje	C

Most of the B.Com & B.A faculties have received score between 3 & 4. All scores were above 3.5 and can be further improved. One faculty member has received a score of 2.00 to 1.50. She has been counselled and was asked to improve on her performance

Self-Finance Course Teachers Feed Back (2018-19)

Sr.NO	Teachers Name	Rating
1.	Miss Elakshi	A
2.	Miss Diksha	A
3.	Miss Geeta	C
4.	Miss Sana	B
5.	Miss Tehseen	A
6.	Mr. Suresh	C
7.	Mr. Amit	B
8.	Miss Pooja	C
9.	Mrs. Dipanwita	A
10.	Mr. Atul	A
11.	Mrs. Sujata	B
12.	Mrs. Shahida	B
13.	Mrs. Kanchan	A

All the BMS & BFM faculties have received score between 3 & 4. All scores were above 3.5 and can be further improved. Two faculty members has received a score of 2.00 to 1.50. She has been counselled and was asked to improve on her performance



(Handwritten Signature)
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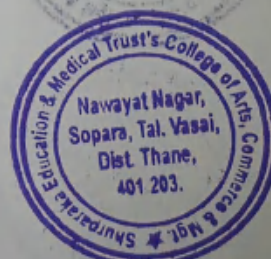
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Questionnaire of Student's Feedback form for Teacher (2018 -2019)

Q. No.	Criterion
1	Knowledge base of the teacher (as perceived by you)
2	Communication skills (In terms of articulation and comprehensibility)
3	Sincerity/ Commitment of the teacher
4	Interest generated by the teacher
5	Ability to integrate course material with environment/ other issues, to provide a broader perspective
6	Ability to integrate content with other courses
7	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)
8	Ability to design quizzes/ Tests/ Assignments/ examinations and projects to evaluate students understanding of the courses.
9	Provision of sufficient time for feedback
10	Overall rating

Action Taken Report

1. Principal had taken Individual Teacher meeting in his Chamber and given Feedback about their performance
2. Principal also advised some Teachers to be punctual in College and Lectures
3. Principal advised Teachers to change Teaching technique and improve Student's and Teacher relation.
4. Principal advised some Teachers to conduct Test and Assignments.



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Feedback Analysis and Action Taken Report 2017 – 18



Sl. No.	Teacher Name	Rating
1	Mr. Jitendra	A
2	Mr. Kulkarni	A





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Annexure 2

Analysis feedback given by the Students, Alumni, Parents and Faculties (2017-18)

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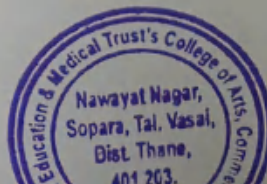
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Sr.NO	Teachers Name	Rating
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3.	Miss Diksha	A
4.	Miss Mona	B
5.	Miss Geeta	B
6.	Miss Sana	B
7.	Miss Tehseen	B
8.	Mr Shahid	A
9.	Mrs. Rohita	A
10.	Miss Annjum	A
11.	Miss Shahin	B
12.	Mrs. Kanchan	A

Most of the B.Com & B.A faculties have received score between 3 & 4. All scores were above 3.5 and can be further improved. One faculty members has received a score of 2.00 to 1.50. She has been counselled and was asked to improve on her performance

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4.	Miss Sana	B
5.	Miss Tehseen	A
6.	Mrs. Dipanwita	A
7.	Mr. Atul	A
8.	Mrs. Sujata	B
9.	Mrs. Shahida	B
10.	Mrs. Kanchan	A
11.	Mr. Anupam	B
12.	Mr. Hiren	A

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Action Taken Report

1. Principal had taken Individual Teacher meeting in his Chamber and given Feedback about their performance
2. Principal advised Teachers to change Teaching technique and improve Student's and Teacher relation.
3. Principal advised some Teachers to conduct Quizzes, Test and Assignments.
4. Principal also advised some Teachers to be punctual in College and Lectures



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No. of services: 15

Score	Grade	Remark
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The questionnaire with score received Course-wise is attached for kind reference.

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Questionnaire & Analysis of Admin Feedback, Course-wise (2017 – 2018)

Q No.	Question	B.Com	B.A.	B.M.S.	B.F.M	Gnd. Avg.
1	Choice of Courses offered	B	B	B	B	B
2	Equipment	A	A	B	B	A
3	Functioning of Students' Grievance Cell	A	A	A	A	A
4	Functioning of Career Guidance cell	B	B	B	B	B
5	Functioning of Overall environment conducive for learning	A	A	B	A	A
6	Co-operation of the Administrative Office	A	B	A	A	A
7	Co-operation of Class IV employees / Peons	A	A	A	A	A
8	Cultural and Extra-Curricular Activities in the College	A	A	A	A	A
9	Canteen Facilities in the College	B	B	B	B	B
10	Maintenance of cleanliness and hygiene in the College	A	A	B	A	A
11	Provision of Drinking Water in the College	A	A	A	A	A
12	Maintenance of Toilets in the College	A	A	A	B	A
13	Internet and Computer Facilities	A	A	B	A	A
14	Lift	A	B	B	B	B
15	Gymkhana & Sports Facilities	A	B	B	B	B
16.	Library Facilities	A	B	A	A	A
17.	Research Cell	B	B	B	B	B
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Action Taken Report

1. Principal had taken Office Administrative staff and Non-Teaching Staff meeting in his Chamber and given Feedback about their performance
2. Principal advised Staff to improve Student's and Staff relation.
3. Principal asked Canteen Staff to change the Canteen food and maintained hygiene in Canteen
4. Principal asked Cleanliness Committee and Peon to regular clean the Toilet





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A	How would you grade your curriculum?	3
B	It is adequate to face the contemporary global challenges?	4
A	Does it give a higher professional education?	5
B	Has the curriculum empowered you for meeting your ambitious especially?	3
A	Was it sufficient to meet modern day demands of employment?	3
B	Do you think your curriculum was up to date?	3





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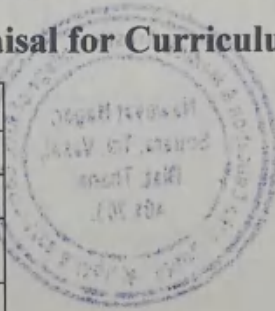
Annexure 2.3

Alumni Appraisal of Administrative Services/Facilities and Curriculum (2017-18)

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Alumni Appraisal for Curriculum

Score	Grade	Remark
0-1.5	D	Un - Satisfactory
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3.00 – 4.00	A	Very Good



Sr. No	Criterion	Rate
1.	Do you think your Curriculum was up to date?	B
2.	Was it sufficient to meet modern day demands of employment?	A
3.	Has the curriculum empowered you for meeting your ambitions especially towards higher/ professional education?	B
4.	It is adequate to face the contemporary global challenges?	B
5.	How would you grade your curriculum?	A

Most of the Alumni were found to be satisfied by the Curriculum prescribed by the University. Analysis on the feedback given by Alumni on the Curriculum will be communicated to the University.





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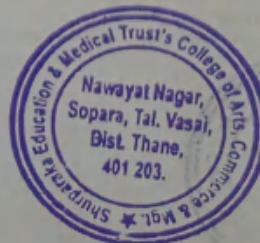
Alumni Appraisal of Administrative Services/ Facilities

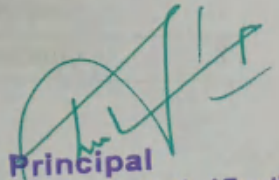
Sr.No	Criterion	Rate
1.	Choice of courses offered	B
2.	Equipment and maintenance of Computer Lab	A
3.	Facilities in Library	B
4.	Functioning of Students Grievance cell	B
5.	Functioning of Career Guidance cell	B
6.	Functioning of overall environment conducive for learning	A
7.	Cooperation of Administrative Office	A
8.	Cooperation of Class IV employees/ peons	A
9.	Cultural and extra – curricular activities in the college	A
10.	Maintenance of cleanliness and hygiene in the college	A
11.	Provision of drinking water in the college	B
12.	Maintenance of toilets in the College	B
13.	Internet	B
14.	Lift	B

Alumni were satisfied by the service given by College Feedbacks collected from alumni through questionnaire have been encouraging.

Action Taken Report

1. Principal had taken Office Administrative staff and Non-Teaching Staff meeting in his Chamber and given Feedback about their performance
2. Trustee had taken meeting various AMC agencies member and informs them about their performance and asks them to regularly update their services.
3. Principal Sir had taken the meeting of various active cells in the organisation and informs them about their grade and work




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Annexure 2.4

Analysis of the feedback given by the Parents – (2017-18)

Parent's feedback is a systematic process of determining whether an institution is moving to achieve its mission and vision. This feedback is beneficial to the College as a service provider as often parents offer unique solutions/provide additional guidance to enhance the learning environment.

At SEMT's, M.B Harris College of Arts, A.E. Kalsekar College of Commerce and Management, we have an active Parent Teachers Association – we hold parent-teachers meet once each semester. Each class mentor take time to talk to parents about issues arising – challenges faced by all three stakeholders – students, parents and teachers. During the second meet, this is at the end of the year – parents fill in their feedback form. Our evaluation process makes us aware of various issues and it gives parents an opportunity to visit the college and guides us to overcome challenges. Their feedback is valued, discussed in various in the college and implemented to the best of our ability.

Score	Grade	Remark
0-1.5	D	Un - Satisfactory
1.5 – 2.00	C	Satisfactory
2.00 – 3.00	B	Good
3.00 – 4.00	A	Very Good

Sr. No	Attributes	Overall
1.	Admission procedure	A
2.	Fee structure	B
3.	Environment of college	A
4.	Teaching – learning environment	A
5.	Infrastructure facilities	A
6.	Learning resources	B
7.	Response towards backward or rural class student	A
8.	Guidance for job or higher studies	B



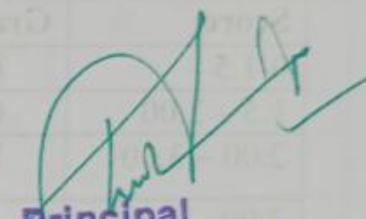
9.	Quality of teaching	A
10.	Co- curricular activities	A

We observed that in three questions the feedback was found to be very good

Action Taken Report

1. Principal along with Trustee had a meeting in regard of Fees structure and Facilities for Students.
2. Trustee had decided to upgrade Teaching Learning Resources like Black Board, A.V Room and Projector.
3. Principal informed Placement Cell to be more active in their work




Principal
Shurparaka Educational & Medical Trust's
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Staff performance Appraisal



S.E.M.T'S

MOINUDDIN B. HARRIS COLLEGE OF ARTS,
A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.
(Affiliated to the University of Mumbai)

Nawayat Nagar, SOPARA (W), Vasai, Dist- Palghar
PIN - 401 203, (MAHARASHTRA)

Staff Performance Appraisal List (2021-22)

Self Finance Department (BMS and BAF)

(Grade Points: 5 Excellent, 4 = Very Good, 3 Good, 2 = Better, 1 = Worst)

Employee Name	Elaskhi Tawade	Pooja Shirsekar	Mohammad Chawre	Shahida Shaikh	Sujata Miss	Ibrahim Chauhan	Mamta Hati	Sana Patel	Sana S.
Post	Coordinator	Coordinator	Asst. Prof.	Asst. Prof.	Asst. Prof	Asst. Prof.	Asst. Prof.	Asst. Prof.	Asst. Prof
Attendance	4	4	3	4	4	4	4	4	4
Punctuality	4	4	3	4	4	4	4	4	4
Regularity	4	4	3	4	4	4	3	4	4
Job Knowledge	4	4	4	4	4	4	4	4	4
Quality of Work	4	4	4	4	4	4	3	4	4
Initiative	3	3	3	3	4	4	3	3	3
Motivation	3	3	3	3	3	4	3	3	3
Team Work	4	4	3	4	4	4	4	4	4
General Conduct	4	4	4	4	4	4	4	4	4
Discipline	4	4	4	4	4	4	4	4	4
Class Control	4	4	4	4	4	4	4	4	4
Colleague Relationship	4	4	4	4	4	4	4	4	4
Total Points	46	46	42	46	47	48	44	46	46



Principal

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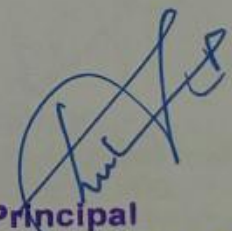
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PIN - 401 203, (MAHARASHTRA)

Administrative staff Performance Appraisal List (2021-22)

(Grade Points: 5 Excellent, 4 = Very Good, 3 Good, 2 = Better, 1 = Worst)

Employee Name	Namrata Miss	Shaibaz Sir	Gokul Sir	Aafaque Sir	Rehman Shaikh	Sumaiya Miss	Sakina Miss
Post	Office Sup	Accountant	Clerk	Clerk	Lab Asst.	Asst. Librarian	Library Attendant
Attendance	5	4	4	4	3	4	4
Punctuality	5	4	4	4	3	4	4
Regularity	5	4	4	4	3	4	4
Job Knowledge	4	4	4	4	3	3	3
Quality of Work	4	4	4	4	3	4	4
Initiative	4	4	4	4	3	3	3
Motivation	4	4	4	4	3	3	3
Team Work	4	4	3	3	3	4	4
General Conduct	4	4	4	4	3	4	4
Discipline	4	4	4	4	3	4	4
Colleague Relationship	4	4	4	4	3	4	4
Total Points	47	44	43	43	33	41	41




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Peon Performance Appraisal List (2021-22)

(Grade Points: 5 Excellent, 4 = Very Good, 3 Good, 2 = Better, 1 = Worst)

	Shakeel Paloba	Saira Shaikh	Fatima Shaikh	Anwari Shaikh	Rajesh Bhaskar
Post	Peon	Peon	Peon	Peon	Peon
Attendance	3	4	4	4	4
Punctuallity	3	4	4	4	4
Regularity	3	4	3	4	4
Quality of Work	3	4	3	3	3
Motivation	3	3	3	4	3
Team Work	3	3	3	3	3
General Conduct	3	3	3	3	3
Discipline	3	3	3	3	3
Colleague Relationship	3	3	3	3	3
Total Points	27	31	29	31	30



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Staff Performance Appraisal List (2020-21)

B.Com & BA Department

(Grade Points: 5 Excellent, 4 = Very Good, 3 = Good, 2 = Better, 1 = Worst)

Employee Name	Irshad Sir	Ruksar Miss	Diksha Miss	Mona Miss	Rohita Miss	Shahid Sir	Kevin Sir	Tehseen Miss
Post	Coordinator	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof
Attendance	5	4	4	4	3	3	3	4
Punctually	5	4	4	4	3	3	3	4
Regularity	5	4	4	3	3	3	3	4
Job Knowledge	5	4	4	4	4	4	4	4
Quality of Work	5	4	4	3	4	4	3	4
Initiative	5	3	3	3	4	4	2	4
Motivation	3	3	3	3	3	3	2	4
Team Work	3	4	3	3	3	3	2	3
General Conduct	4	4	4	4	4	4	4	4
Discipline	5	4	4	4	4	4	4	3
Class Control	5	4	4	4	3	3	4	4
Colleague Relationship	4	4	4	4	4	4	3	4
Total Points	54	46	45	43	42	42	37	46




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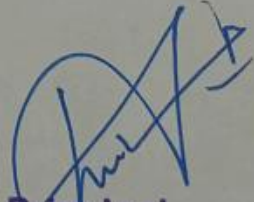
Staff Performance Appraisal List (2020-21)

Self Finance Department (BMS, BAF and BFM)

(Grade Points: 5 Excellent, 4 = Very Good, 3 Good, 2 = Better, 1 = Worst)

Employee Name	Elakshi Tawade	Pooja Shirsekar	Mohmmad Chawre	Shahida Shaikh	Murel Rodrigues	Ibrahim Chauhan	Mamta Hati	Sana Shaikh	Suresh Rokkad
Post	Coordinator	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof	Asst Prof
Attendance	4	4	4	4	4	5	4	4	4
Punctuality	4	4	3	4	3	5	3	3	3
Regularity	4	4	4	4	3	5	3	3	4
Job Knowledge	4	4	4	4	4	4	4	4	4
Quality of Work	4	4	4	4	4	5	4	4	4
Initiative	4	4	4	4	3	5	4	4	4
Motivation	4	4	3	4	4	5	4	4	4
Team Work	4	4	4	4	4	5	4	4	4
General Conduct	4	4	4	4	4	5	4	4	4
Discipline	4	4	4	4	4	5	4	4	4
Class Control	5	5	4	4	4	4	4	4	4
Colleague Relationship	4	4	4	4	4	5	4	4	4
Total Points	49	49	46	48	45	58	46	46	47




Principal

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