

STRUCTURED FEEDBACK

ACTION TAKEN REPORT

2022-23

**Shoolini University of
Biotechnology and Management Sciences**

Structured Feedback Action Taken Report

2022-2023



**Shoolini
University**

The purpose of a Structured Action Taken Report is to document and communicate the steps taken in response to feedback or issues identified.

The following feedback has been collected in academic year 22-23

A) From Students

- Teaching Learning Process
- Manthan (Feedback on facilities)

B) From Alumni

C) From Employer (At the time of Placement)

D) From Staff Feedback is taken under the banner Great Place to Work

Major Issues Identified in 22-23

After Analysis of Feedback forms, following issues were identified

Related to the Examination Process-

- To ensure timely communication of exam schedules and vital announcements.
- Streamlines reappear exam procedures; improve staff coordination.
- Request traditional pen-and-paper examinations; offer exam review opportunities.

Related to infrastructure write issues

- Improve lab and classroom infrastructure: install fans and enhance equipment availability.
- Upgrade technological infrastructure: repair projectors
- Accessibility to internet.

Related to Teaching Learning Process

- Address shortages in lab supplies.
- Integrate language courses into the curriculum.
- Tackle biased teaching.
- Enhance timetable organization.
- Consistent writing exercises throughout classes could be beneficial.
- There's a need for curriculum updates and specialized teaching in the bioengineering department.
- Some teachers seem to neglect actual teaching in favor of administrative tasks like attendance.
- Swayam classes should prioritize meaningful engagement over mere attendance.

Action Taken and Evidence-

1. Examination

Sr. no.	Major Issues	Information	Evidence
1	To ensure timely communication of exam schedules and vital announcements.	Information about examinations is communicated to students through multiple means such as: 1. Myshoolini Online Portal: The notification Tab is imparted with all such information related to the exam which is Student login, user-friendly, and regularly updated link to my exam portal	https://iqac.shooliniuniversity.com/storage/app/public/images/202407260348Notification Regarding Examination through online Portal.pdf
		2. Email Alerts: All information pertaining to reappear exams is supplied additionally to the student's Gmail given at the time of registration form keeping advance period. Moreover, any update related to the exam is provided through email too	https://iqac.shooliniuniversity.com/storage/app/public/images/202407260358Reappear Cut List June 2024[1].pdf
		3. Student Support Centre: Established a Student Support Centre where students can provide input on the effectiveness of communication methods and suggest improvements. Use this feedback to refine our communication strategies and ensure they meet the needs of your student population	https://iqac.shooliniuniversity.com/storage/app/public/images/202407260422Central Online Student Support.pdf
		4. Shoolini Website: All information for reappear exam for the students left the university is provided to Shoolini Website too. Academic Calender is available on Website.	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280628Academic-Calendar-2022-23.pdf
2	Streamline reappear exam procedures; improve staff coordination.	<ul style="list-style-type: none"> • Centralized Management System: Implement a centralized system to manage all aspects of reappear exams, including scheduling, registration, grading, and communication. • Standardized Procedures: Established standardized procedures for administering reappear exams to ensure consistency and fairness. This 	-

		includes guidelines for exam proctoring, grading, and handling special accommodations for students with disabilities.					
		2. Online registration: There is a user-friendly interface where students can select their desired exam dates, and subjects, and pay any associated fees electronically. Information given to students about the process is given in the link	<table border="1"> <tr> <td>Process of online registration</td> <td>https://iqac.shooliniuniversity.com/storage/app/public/images/202407280555Online Exam Directions Sept 2022 (1).pdf</td> </tr> <tr> <td>Direction of exams</td> <td>https://iqac.shooliniuniversity.com/storage/app/public/images/202407280557EXAMS (1).pdf</td> </tr> </table>	Process of online registration	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280555Online Exam Directions Sept 2022 (1).pdf	Direction of exams	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280557EXAMS (1).pdf
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3	Request traditional pen-and-paper examinations; offer exam review opportunities.	Shoolini University's Examination system is equipped with both offline and online modes of exams. This is offered as per the subject requirement/ recommendation from the respective regulatory body, each school selects the mode of the exam for different subjects. An AI invigilation-based proctored mode of the exam has also been detailed for the exam. Term exams are imparted with multiple-choice and subjective questions. Exam review opportunity for the end-term exam is placed under the revaluation of the exam. All internal assessments are reviewed at the school level by faculty and students after the conduct.	https://iqac.shooliniuniversity.com/storage/app/public/images/202407260406Traditional examinations.pdf				

2. Infrastructure

Sr. no.	Comment	Action to be taken	Evidence
1	Improve lab and classroom infrastructure: install fans and enhance equipment availability.	Director Operations has ensured to improvement of the infrastructure	List of classrooms and lab https://iqac.shooliniuniversity.com/storage/app/public/images/202407260424List%20of%20labs.pdf
2	Upgrade technological infrastructure: repair projectors	Director Operations have ensured Projectors will be repaired/replaced	https://iqac.shooliniuniversity.com/storage/app/public/images/202407260424STATUS-OF-LECTURE-HALLS-17-07.pdf
3.	Internet facility	1GBPS 1:1 Lease Line increased to 2 GBPS Bill given in the link	https://iqac.shooliniuniversity.com/storage/app/public/images/202407260430JIO%20BILL.pdf

3. Curriculum

Sr. no.	The issue raised by Students	Action Taken/Action to be taken	Evidence
1	Address shortages in lab supplies	Steps will be taken to ensure adequate lab Material. Purchase order for some of the lab material ordered are given in the link	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280600Purchase Orders.pdf
2	Integrate language courses into the curriculum.	More Choices in the Language Courses will be provided as minor courses.	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280601Participants in Minors.pdf
3	Tackle biased teaching.	Sensitize Teachers through FDPs.	https://iqac.shooliniuniversity.com/storage/app/public/images/20240720848FDP Faculty Development Program.pdf
4	Enhance timetable organization.	A pilot study was done on Faculty and Students to Analyse timetable challenges across demographics	Pilot study faculty https://iqac.shooliniuniversity.com/storage/app/public/images/202407280604timetable .pdf
		Project Management Team was constituted. Members will be Individuals from data science, project management, and IT departments.	Pilot Study Students https://iqac.shooliniuniversity.com/storage/app/public/images/202407280607timetable 2 (1).pdf
			https://iqac.shooliniuniversity.com/storage/app/public/images/202407280609Screenshot.pdf

		Discussions was held to resolve the issues related to timetable.	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280610Screenshot 2.pdf
		Concept of Zoning and home classrooms to be introduced in timetable	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280616Project charter Timetable (1).pdf
5	Consistent writing exercises throughout classes could be beneficial.	Teachers to be sensitized and use of Discussion forums on LMS to be encouraged more.	https://iqac.shooliniuniversity.com/storage/app/public/images/20240720848FDP Faculty Development Program.pdf
6	There's a need for curriculum updates and specialized teaching in the bioengineering department.	New specialization courses to be introduced, for which Student committee will be formed to benchmark with other universities	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280618Screenshot 3.pdf
		On the basis of suggestions given by students, new courses will be added after discussing with experts	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280621Program Scheme (B Tech Biotechnology 2021-2025).pdf
7	Some teachers seem to neglect actual teaching in favor of administrative tasks like attendance.	Teachers are given a one-hour leeway to mark specific class attendance	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280626Screenshot 4.pdf
8	Swayam classes should prioritize meaningful engagement over mere attendance.	Faculty encouraged to enroll as Mentors on NPTEL courses and advised to guide the students and clear their doubts.	https://iqac.shooliniuniversity.com/storage/app/public/images/202407280627Mentor.xlsx