



**SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001**

TEACHERS FEEDBACK ANALYSIS

DESIGN AND IMPLEMENTATION OF SYLLABUS

INTRODUCTION:

The teacher may not be directly a party to designing a syllabus, but she is the one who implements the syllabus. Also, as a member of the society at large, she surely has her own view on the design of the syllabus. As such, it is important to obtain the teachers opinion on the subject.

The feedback from teachers thus aimed at obtaining the teachers view and suggestions.

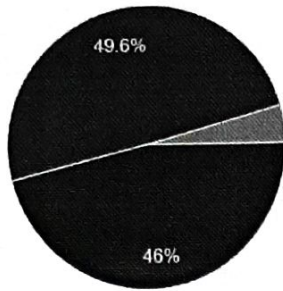
DATA COLLECTION:

The feedback on Design and Implementation of Syllabus was obtained from teachers by means of a Google form; the link for which was provided in the WhatsApp group. 139 responses were available with each teacher providing a response for every subject taught by him/her for every class.

QUESTIONNAIRE:

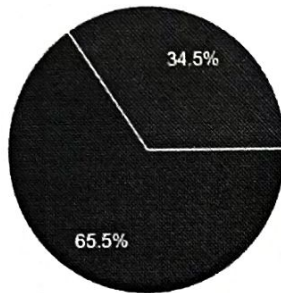
The questionnaire consists of 12 questions, some factual and others requesting an opinion.

Syllabus was last revised
139 responses



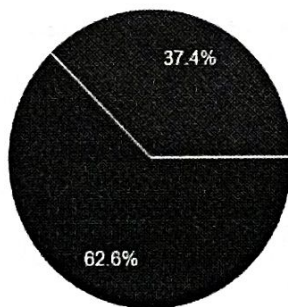
- Less than two years
- two to five years
- more than five years

Syllabus content is well defined
139 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Syllabus is wisely designed
139 responses

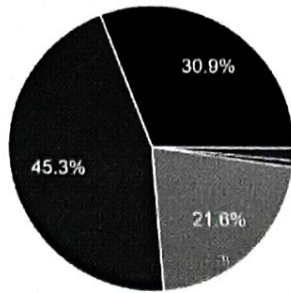


- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree



Syllabus is outdated / impractical

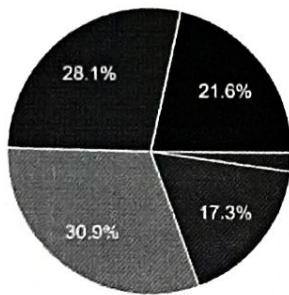
139 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Syllabus is lengthy

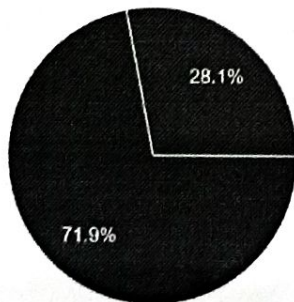
139 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

How much syllabus did you manage to cover in the class

139 responses



- 100%
- 75% - 99%
- 50% - 75%
- Less than 50%



Students were communicated the syllabus in the beginning of the semester.

139 responses

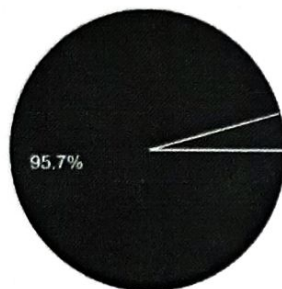


● Yes

● No

Students were recommended reference books / journals for advance study.

139 responses

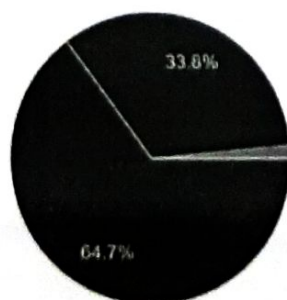


● Yes

● No

Library has enough reference books / journals of the subject.

139 responses



● Strongly agree

● Agree

● Neutral

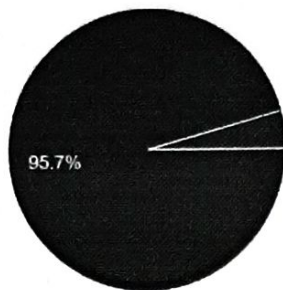
● Disagree

● Strongly disagree



Students were recommended reference books / journals for advance study.

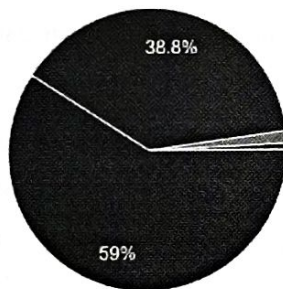
139 responses



- Yes
- No

Enough text books are available in the library, for students.

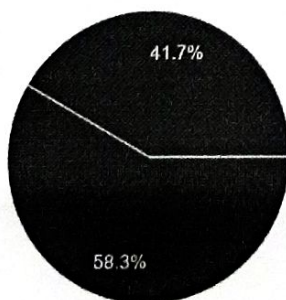
139 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

The syllabus will help to develop the personality and skills of the students

139 responses

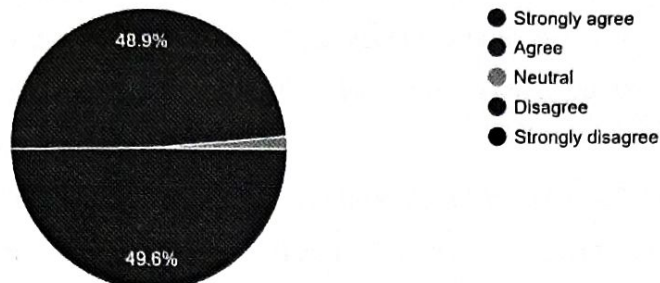


- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree



The syllabus has market value

139 responses



ANALYSIS:

96% of the syllabus has been revised in the last five years. 100% agree or strongly agree that the content is well defined, syllabus is wisely designed but a marginal 2% felt that the syllabus is outdated/impractical. About 20% felt that the syllabus was lengthy and the syllabus could not be completed 100% in around 28% cases. All teachers had ensured that the syllabus was communicated to the students at the beginning of the semester. Though 2 teachers were neutral to the fact that the library has enough reference books / journals of the subject nobody disagreed and 95% of the teachers had recommended reference books / journals for advanced study. Only 2% teachers felt the library was not equipped with the required number of text books for student reference. All feel that the syllabus will help to develop the personality and skills of the students and has market value.

Though in general most were content with the design and implementation of the syllabus, there are suggestions about length/depth/content of the syllabus.



ACTION TAKEN:

As the college is affiliated to University of Mumbai, it follows the syllabus prescribed by the Board of Studies for the various subjects. The teachers attend meetings of BOS as and when called for discussion related to the syllabus. Here the teachers convey their concerns and suggestions about the syllabus.

The library generally enquires about the requirements at the start of each semester but the teachers are free to communicate the non-availability/recommendations of books to the librarian during the course of the year and the same is looked into by the library committee.



A handwritten signature in blue ink, appearing to read "V. Mali".

Dr. Vasant P. Mali

PRINCIPAL

J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



**SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001**

STUDENT FEEDBACK ANALYSIS

DESIGN AND IMPLEMENTATION OF SYLLABUS

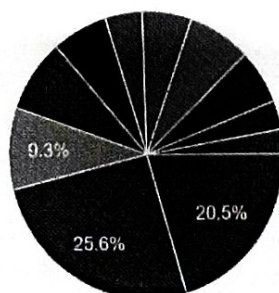
INTRODUCTION:

The syllabus provides details about the course/subject coverage, duration and marking scheme. What a student learns today forms a base for the future. It is thus very important that the syllabus be framed so that it will prepare the student for the outside world. Further the execution of the syllabus – methods and totality, will impact the students understanding of the subject. Hence it is absolutely necessary to obtain the students' view on the same.

DATA COLLECTION:

A google form was devised to study the students' point of view on the design and implementation of the syllabus. The link for same was sent to the students in the WhatsApp group. Representation is available from each class.

Class
551 responses



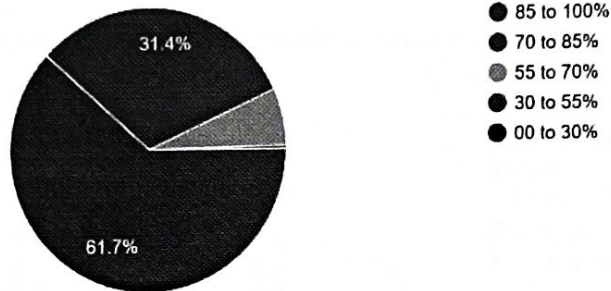
- TYBCBI
- M.COM Part-I
- M.COM Part-II

QUESTIONNAIRE:

The questionnaire enquired about the student's expectations/satisfaction with regards to syllabus – timely completion, teachers' preparedness, content, time allotment, usefulness, length, updation, providing syllabus to student, recommendation of books and journals.

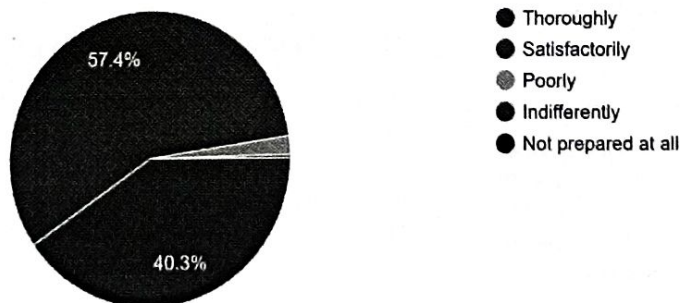
1. How much of the syllabus was covered in the class?

551 responses



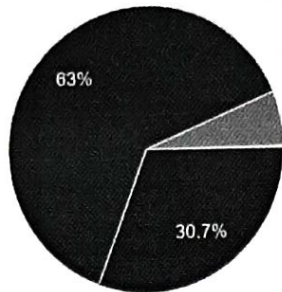
2. How well did the teachers prepare for the classes?

551 responses



3. The syllabus of all subjects are wisely designed

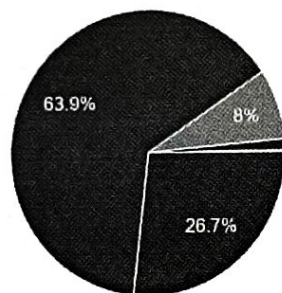
551 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

4. The number of lectures allotted is in accordance with the size of the syllabus

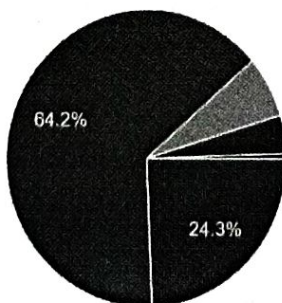
551 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

5. The syllabus is not outdated/sub-standard

551 responses

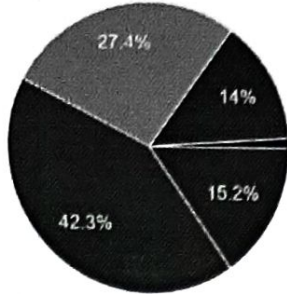


- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree



6. The syllabus is too lengthy/elaborate/impractical

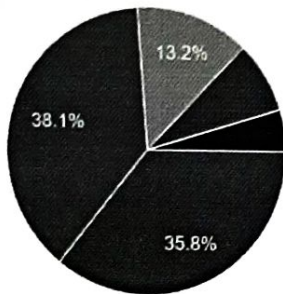
551 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

7. The University changes/modifies/updates the syllabus

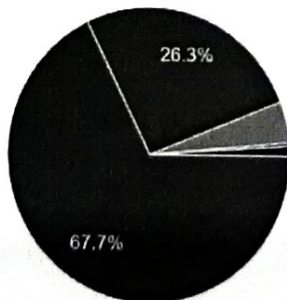
551 responses



- Every time
- Usually
- Occasionally/Sometimes
- Rarely
- Never

8. Teachers complete the syllabus within the stipulated time period

551 responses

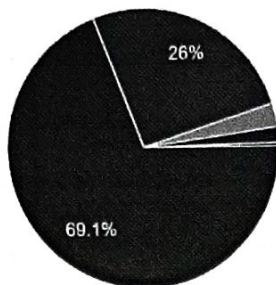


- Every time
- Usually
- Occasionally/Sometimes
- Rarely
- Never



9. Students have communicated the syllabus at the beginning of every semester

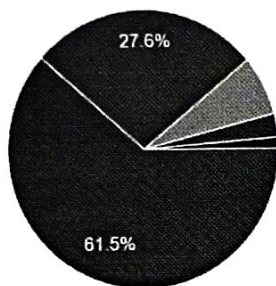
551 responses



- Every time
- Usually
- Occasionally/Sometimes
- Rarely
- Never

10. Teachers recommend reference books /journals for advance study based on the syllabus

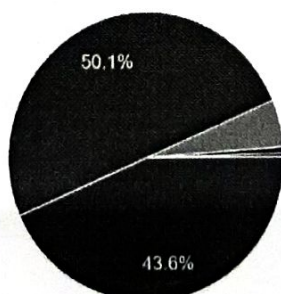
551 responses



- Every time
- Usually
- Occasionally/Sometimes
- Rarely
- Never

11. The Syllabus helps to develop your personality and skills

551 responses



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree



Suggestions/Comments:

Some suggestions made by few students were as follows:

Syllabus must include current affairs, be practical and not lengthy.

The teachers must be more qualified, prepare before the lectures, complete syllabus on time and make use of technology when delivering a lecture.

Students also asked for wi-fi/internet service for studying and projects.

Comments by students:

Teaching style of all teachers was amazing and that they are the best.

Most students, were satisfied with the syllabus content and also with the teachers' methods of teaching.

ANALYSIS:

Around 90% students feel that the syllabus has been wisely designed, helped develop personality and skills, not outdated and allotment of lectures is in proportion but around 58% felt it was lengthy or impractical.

90% said that teachers had completed 70-100 % of the syllabus. 95% were satisfied with the teachers' preparedness, timely completion, recommendations for books/journals and informed that the syllabus details were provided at the beginning of the semester.

85% said that University made regular changes in syllabus.



Action Taken:

The syllabus is designed by the University of Mumbai and the college being affiliated to it follows the same. The student's suggestions are communicated to the BOS during meetings for syllabus discussions/suggestions.

Teachers were suggested to include practical examples to enable the students to understand the subject better and to make use of ICT tools in their regular lectures. New Teachers were asked to prepare for lectures beforehand and ensure timely completion and full coverage of syllabus.

Computer lab is available and students have always been making use of the same for study and project work.

It was suggested to the library to buy books on current affairs.



A handwritten signature in black ink, appearing to read "V. Mali".

Dr. Vasant P. Mali

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ALUMNI FEEDBACK ANALYSIS

DESIGN AND IMPLEMENTATION OF SYLLABUS

INTRODUCTION:

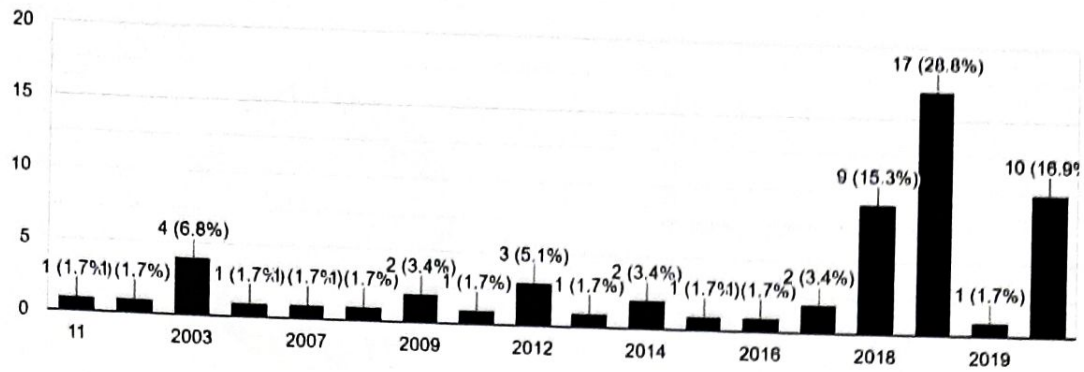
The alumni of the college have been a part of the educational system and particularly this institution. Whatever they learn during their period of graduation/post-graduation prepares them for their future life. The alumni can give a first-hand account of the positives and negatives, upsides and downsides, the completeness and lacunas in the syllabus.

Hence, it is necessary to obtain a feedback on Design and Implementation of Syllabus from the alumni.

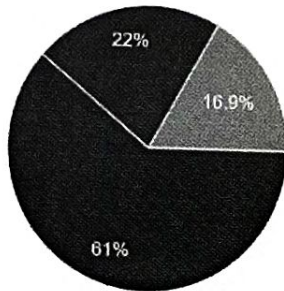
DATA COLLECTION:

A Google form was designed to obtain feedback on Design and Implementation of the syllabus from the alumni. The teachers sent the link on the ex-student WhatsApp group and also personally to ex-students who were still in contact. Student alumni since year 2003 have responded and a total of 59 responses is available

Year of Passing
59 responses

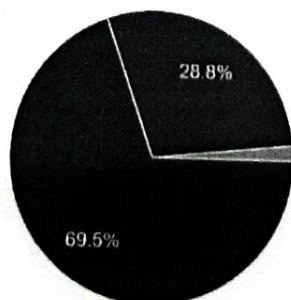


The syllabus has been revised
59 responses

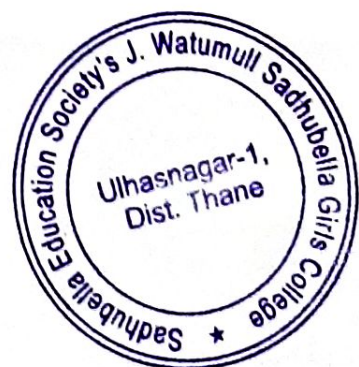


- Yes
- No
- Maybe

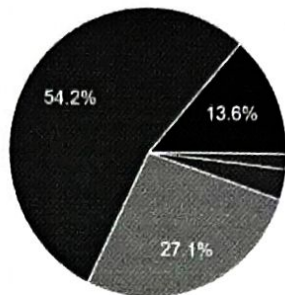
New syllabus is
59 responses



- Better
- Same
- Worst

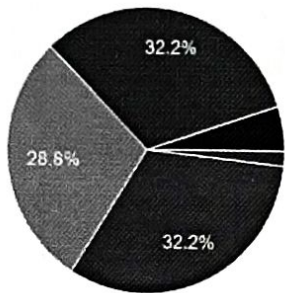


The syllabus is wisely & well defined.
59 responses



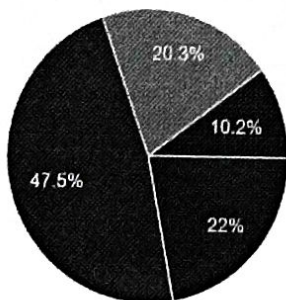
- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

The syllabus is outdated/impractical
59 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Your syllabus was useful to get you a job or for self-employment
59 responses

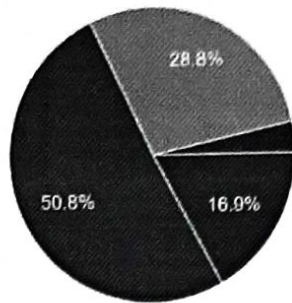


- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree



The current syllabus is job-oriented / develops self-employment skills.

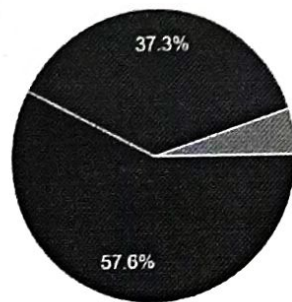
59 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Your teachers were/are qualified and capable to teach you your syllabus.

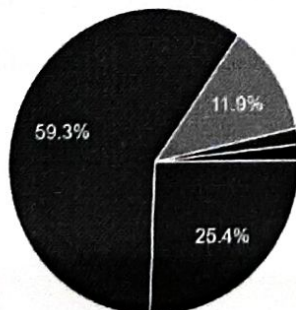
59 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Library has/had books/journals for advance study

59 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree



Comments from students:

Syllabus updation is necessary and updation done as per job point of view it should be with practical studies.

Our college is one of the best colleges for girls to study But I want my college to include some self defense trainings, soft skills development program for betterment of our girl's future

Need all the authors books.

ANALYSIS:

More than 60% of the students found the syllabus was revised and that the revised syllabus was better. Around 60% students opined that the syllabus was well framed, wisely designed and not outdated or impractical. Nearly 70% felt their syllabus had been useful to get them a job or for self-employment. 60% agreed that the current syllabus is job-oriented and will help develop self-employment skills. 95% said their teachers were/are qualified and capable to teach the syllabus.

ACTION TAKEN REPORT:

Looking at the above analysis and comments, it was decided to introduce some skill and personality development certificate courses for the benefit of the students. Also, teachers were instructed to include practical examples in their lectures. It was suggested to the library that more subject related books should be bought.



A handwritten signature in black ink, appearing to read "V. Mali".

Dr. Vasant P. Mali

PRINCIPAL

J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



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**Sadhubella Education Society's
(Minority Institute)
J. Watumull Sadhubella Girls College
Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Date:-05/05/2020

Minutes of IQAC Meeting Dated 28/04//2020

The meeting of the IQAC was held on 28/04/2020 at 02.00 pm on Zoom app.

Following members of the Cell were present.

Sr. No	Name	Designation
1.	Dr. Vasant Pandit Mali	Principal/ Chairman of IQAC
2.	Dr. Dattatraya Kalbande	IQAC Coordinator
3.	Mr. Nitin Bagwe	Secretary/ Management Representative
4.	Prof. Neetu C.Purswani	Teacher
5.	Ms.Supriya Salvee	Teacher
6.	Ms.Smita Chawak	Teacher
7.	Ms.Sharmila Karve	Teacher
8.	Mr. Rajesh Kumar Singh	Teacher
9.	Mr. Thakur Bhimsingh	Sr. Administrative Officer Representative
10.	Ms. Archana Verma	Administrative Staff Representative
11.	Mr. S.T. Mahajan	Nominee from local society
12.	Darshana Patel	Student Representative
13.	Miss. Kashish Dulani	Alumni Representative
14.	Dr. D'mello John	Employer Nominee
15.	Ms.Arпита Madan	Stakeholders Representative

The meeting was presided over by the Principal of the College. Following matters were discussed as per the Agenda.

Agenda No. 01:- To read and confirm the minutes of the last meeting of IQAC held on 17/02/2020.

The IQAC Coordinator, Dr. Dattatraya Kalbande read out the minutes of the Cell's meeting held on 17/02/2020. The Cell confirmed the minutes unanimously.

Agenda No.02:- To review the progress of the work done during the current academic year 2019-20.

Dr. Dattatraya Kalbande , the Coordinator, presented a consolidated report of the work done by the IQAC during the current academy year 2019-20. The details of the same are listed as below :

1. The academic calendar has been implemented and all activities mentioned there in are implemented.
2. The institution signed MOUs with ITAA, Citi Bank, Edu Bridge and NSDC.
3. A study tour was arranged on 16th September 2019 to SEBI. Learners were also taken to Team Global Logistics Private Limited to learn about material movement.
4. As the regular session for Sem-I started very late, the term end test could not be held as on date. However in case of Sem-III the term end test was held with effect from 21st September 2019. The learners were given advanced notice to that effect. The examination committee follow the new guidelines strictly as per University norms.
5. 41 students completed Internship in Bombay stock exchange, Mumbai, Guru Kripa Agency, 4G Infosource, Century Rayon, Sherkhan Ltd, and FS Services.
6. A workshop on "How to use the software- Tally for making accounting simple and easy" was held on 27th August 2019.
7. A seminar on "Women's Violence and Cyber Crime" was held on 23/07/2019. However the seminar on sexual harassment at work place could not be conducted.
8. Intercollegiate competition on "Katha Kathan" organized.
9. A proposal to include the College under 2(f) and 12(b) UGC Act 1956 has been forwarded to UGC after compliance of queries mentioned there in.
10. SSR is on the verge of completion and documents upto 2018-19 were prepared by the staff members.
11. Mega Job fair organized.
12. The meetings of Parent Teachers Association and College Alumni Association were conducted.
13. Webinar on Introduce to Intellectual Property Rights in India: Patents, Trademarks and Copyrights organized on 27/04/2020.
14. AQAR 2018-19 is ready and same will be upload immediately after lockdown.
15. Faculty Development programmes have been planned in the month of May and June.
16. A seminar for the students on Health Fitness Strategy Against COVID-19 (Corona Virus) was organized on 14/03/2020.

Agenda No. 03:- Preparation of the Academic Calendar for next academic year 2020-21.

The Head of the Institution brought to the notice of the Cell that for the smooth conduct of teaching and learning process, extension activities, examinations, declaration of results, cultural activities etc, an Academic Calendar for the coming Academic year will have to be prepared before the end of current academic year taking in to consideration the guidelines issued from time to time by University of Mumbai and Government Authorities. Accordingly the Cell assigned the task of preparing the Academic Calendar to Asst. Prof. Supriya Salvee, Asso. Prof. Neetu Purswani and Asst. Prof. Smita Chawak.

Agenda No. 04:- Students Feedback and its analysis

The IQAC Coordinator informed the Cell that stakeholder's online feedback links were created and uploaded on college website. All the teachers were directed to forward the same through mail as well as whatsapp to stakeholders and submit the report..

Agenda No. 05:- Self Appraisal of employees for 2019-20.

The Principal issued self appraisal forms for all teaching and non teaching staff. They were directed to submit the same to the College office before the last working day of the current academic year.

Agenda No. 06:- Status of Online Lectures during COVID-19.

The Head of the Institution brought to the notice of the Cell that due to Lockdown and COVID-19 situation College started online teaching and learning process. Every teacher trained and instructed organize online lectures to the students on Zoom app, Google Meet app and other applications as per convenient to the students and staff.

Agenda No. 07:- Organize/ attend various webinars and online programmes.

Principal brought to the notice of the cell, the guidelines received from of the University of Mumbai and University Grants Commission related to work from home. Accordingly teaching and non-teaching staff members attend various training programme, FDP, orientation, webinars, seminar and conferences conducted by various colleges all over the India. Also it was decided college should organize Faculty development programmes for the Library and Information Science professionals as well as teachers from the commerce field.

Agenda No. 08:- Development of E-Content for the teaching purpose.

The Principal brought the notice of the committee members that as a work from home and guidelines issued by UGC time to time all staff members of the college develop e-content related to their respective subjects. In E-Content teachers should record video lectures, audios, PPT, PDF files, Photos etc and share to the students for the study purpose.

Agenda No. 09:- Any other matters with the permission of the chair.

As there was no other matter to be discussed the meeting was adjourned.

Ekalavf
Dr. Dattatraya Kalbande
IQAC Coordinator

Coordinator IQAC
J. Watumull Sadhubella Girls College



VP Mali
Dr. Vasant Pandit Mali
Principal
Principal
J. Watumull Sadhubella Girls College
Ulhasnagar - 421 001



**Sadhubella Education Society's
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J. Watumull Sadhubella Girls College
Near Government Dispensary, Ulhasnagar-421001, Dist: Thane**

Date:-29/04/2019

Minutes of IQAC Meeting Dated 23/04/2019

The meeting of the IQAC was held on 23/04/2019 at 11.00am in the College library.
Following members of the Cell were present.

Sr. No	Name	Designation
01	Dr. Vasant Pandit Mali	Principal/ Chairman of IQAC
02	Mr. Rajesh Kumar Singh	IQAC Coordinator
03	Mr. Nitin Bagwe	Secretary/ Management Representative
04	Prof. Neetu C.Purswani	Teacher
05	Mr. R.H. Suryarao	Teacher
06	Ms. Supriya Salvee	Teacher
07	Ms. Smita Chawak	Teacher
08	Ms. Sharmila Karve	Teacher
09	Dr. Dattatraya Kalbande	Teacher
10	Mr. Thakur Bhimsingh	Sr. Administrative Officer Representative
11	Ms. Archana Verma	Administrative Staff Representative
12	Mr. S.T. Mahajan	Nominee from local society
13	Darshana Patel	Student Representative
14	Dr. D'mello John	Employer Nominee

The meeting was presided over by the Principal of the College. Following matters were discussed as per the Agenda.

Agenda No. 1 :- To read and confirm the minutes of the last meeting held on 08/12/2018.

Mr. Rajesh Kumar Singh, the Coordinator, read out the minutes of IQAC meeting held on 8th December, 2018. After discussion the Cell confirmed the minutes.



Agenda No. 2 :- To review the progress of the work done during the current academic year 2018-19.

Mr. Rajesh Kumar Singh, the Coordinator, presented a consolidated report of the work done by the IQAC during the current academy year 2018-19. The details of the same are appended below :

- a) Formation of the IQAC as per the revised guidelines of NAAC.
- b) The academic calendar for the current year has been implemented in all respects.
- c) MOUs have been signed with two organisations / industries.
- d) A workshop on Vigilance, Awareness and Safety was conducted in association with Hindustan Petroleum Corporation.
- e) World Disaster Management Day was organised in Association with Ulhasnagar Municipal Corporation.
- f) The preparation for the conduct of a multidisciplinary International Conference on Innovative Ideas in the fields of Science, Technology, Social Science and Humanity at Paris is in full swing and the said conference is going to be held from 16/05/2019 to 23/05/2019. A large number of delegates are expected to participate.
- g) Study tours were arranged for the learners. They visited APMC Market, Vashi and Reserve Bank of India, Mumbai.
- h) The Results of annual examination held in March - June 2018 were analysed and necessary directions have been given to those departments where there is a need for putting more efforts.
- i) The AQARs for the academic years 2013-14, 2014-15, 2015-16, 2016-17 & 2017-18 were uploaded on the College website and the soft copy of the same were forwarded to the NAAC's office on 29/12/2018.
- j) A proposal to include the College under 2(f) and 12(b) UGC act 1956 has been forwarded to UGC on 17/09/2018 by the Management of this College.
- k) Six solar panels have been installed to generate Electricity on the terrace of the College building which can produce 2 kWh. Units of energy.
- l) One day Symposium on 'IPR, Plagiarism, International Business, Green HRM and Mutual Funds' was conducted on 11/04/2019. Large number of learners of this College and neighbouring Colleges participated in the said symposium.
- m) Training programmes for the learners were conducted on Banking, Finance and Insurance by Kotak Education Foundation. Large number of students took the advantage of such programmes.
- n) All preparations for the Mega Job Fair are complete which is going to be held tomorrow the 24/04/2019. Large numbers of students of this College and neighbouring Colleges are expected to participate in the said job fair.
- o) The meetings of Parent Teachers Association and College Alumni Association were held on 23/01/2019 and 22/02/2019 respectively.
- p) As a part of social activity, the teaching and nonteaching staff distributed food grains and pulses to the tribal people residing near Rayta Village, Kalyan on 02/02/2019.

Agenda No. 3 :- Preparation of the academic calendar for next academic year 2019-2020.

The Head of the Institution brought to the notice of the Cell that for the smooth conducting of teaching and learning process, extension activities, examinations, declaration of results, cultural activities etc, an Academic Calendar for the coming Academic year will have to be prepared before the end of current academic year. Accordingly the Cell assigned the task of preparing the Academic Calendar to Asst. Prof. Supriya Salvee, Asso. Prof. Neetu Purswani and Asst. Prof. Smita Chawak.



Agenda No. 4 :- Conduct of Major/Minor Research project.

The Principal informed the teaching staff members to take up Major / Minor Research projects from their respective Board of Studies under the University or some recognised Institutes / Industries. Such projects not only enhances the research potential of the teaching staff but also help them to gain API scores. The teaching staff members showed their interest in taking up major / minor research projects from the coming academic year 2019-20.

Agenda No. 5 :- Conduct of Academic and Administrative Audit.

Asst. Prof. Supriya Salvee, Dr. Dattatraya Kalbande and Asst. Prof. Rajesh Kumar Singh have been given the responsibility of conducting such audit and submit the same to the Principal.

Agenda No. 6 :- Students Feedback and its analysis.

The Head of the Department of Commerce, Department of BMS and BCBI and M.Com informed the Cell that student's feedback has been taken of all departments and the analysis of the same has been done. After going through the analysis, the Cell advised the Principal to take necessary action wherever necessary.

Agenda No. 7 :- Conduct of College Financial Audit.

The Principal informed the Cell that, the head clerk Mrs. Archana Verma has been instructed to keep all records ready and get the accounts audited before the commencement of next academic year and forward the Audited statement of accounts to the Management and the Joint director of Higher Education within the stipulated period.

Agenda No. 8 :- Purchase of books for competitive exam.

Asst. Prof. Smita Chawak informed the Cell that large number of students are interested in appearing for competitive examinations conducted by State Government and Central Government (MPSC/UPSC) compared to last year. After discussion the Cell advised the Librarian to place the order for books in connection with such competitive examinations

Agenda No. 9 :- Self Appraisal of employees.

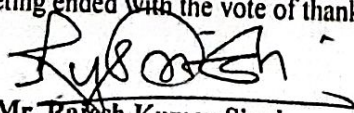
The Principal issued self appraisal forms for all teachers/ non teaching staff with a request to submit the same to the College office before the last working day of the current academic year.

Agenda No. 10 :- Any other matters with the permission of the Chair.

1. Resignation from IQAC Coordinatorship

Asst. Prof. Rajesh Kumar Singh expressed his inability to serve as the Coordinator of IQAC due to his personal problems/assignments. The members discussed on this issue and accord their consent for the same. Dr. Dattatraya Kalbande the librarian proposed the name of Ms. Supriya Salvee, a senior faculty member for the post of Coordinator. The Cell after discussion accepted the proposal and the duties of Coordinatorship are given to Ms. Supriya Salvee. She will serve as the Coordinator of IQAC with effect from the commencement of the next academic year 2019-20.

The meeting ended with the vote of thanks to the Chair.



Mr. Rajesh Kumar Singh
IQAC Coordinator
Coordinator IQAC
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001





Dr. Vasant Pandit Mali
Principal
PRINCIPAL
Sadhubella Education Society's
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