

RSET's



Deviprasad Goenka Management College of Media Studies (DGMC)
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India

Metric No.	Topic	
6.5.3.1.C	Quality Assurance initiatives of the institution include: <ul style="list-style-type: none">● Minutes of Meeting of IQAC Cell.● Feedback and Action report.	



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Deviprasad Goenka
management college of media studies
INDIA'S PREMIER MEDIA SCHOOL

**Deviprasad Goenka Management College of Media Studies (DGMC)
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Rajasthani Sammelan Education Trust's Deviprasad Goenka Management college of Media studies believes in empowering its stakeholders to meet the challenges of the evolving world of media by instilling in them a sense of integrity, hard work, and leadership skills thereby sensitising them in being socially responsible human beings.

Deviprasad Goenka Management college of Media studies (DGMC) is committed to maintaining high educational standards through its robust quality assurance initiatives led by the Internal Quality Assurance Cell (IQAC). The IQAC focuses on systematic monitoring and evaluation of academic and administrative processes to foster continuous improvement.

Key initiatives include regular assessments of teaching methodologies and curriculum effectiveness, encouraging faculty development through workshops and training programs, and implementing feedback mechanisms for students and staff. The teaching feedback conducted also calculates industry relevance, subject knowledge, communication etc. The IQAC also promotes research and innovation, facilitating collaborative projects that enhance the academic environment.

By fostering a culture of accountability and excellence, DGMC and its IQAC ensure that students receive a high-quality education that equips them for future challenges, ultimately contributing to the institution's reputation as a center of academic excellence.



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Minutes of the IQAC Meeting cell

Composition of the IQAC		
Sr. No.	Name	Designation
1	Dr. Ameer Vora	Chairperson, Head of the Institute - Principal
	Mr. Shalu Balan	IQAC Coordinator
Teachers representing criteria		
2	Ms. Divya Narang Tinna	Criterion No. 1 Head - Curricular Aspect
	Ms. Shruti Joshi & Mr. Viraj Bandekar	Criterion No. 2 Heads - Teaching, Learning & Evaluation
	Ms. Shruti Joshi	Criterion No. 3 Head - Research, Innovation & Extensions
	Ms. Nilanksha Sachdev	Criterion No. 4 Head - Infrastructure
	Mr. Viraj Bandekar	Criterion No. 5 Head - Student Support & Progression
	Mr. Chandroday Ghosh & Mr. Shalu Balan	Criterion No. 6 Head - Governance, Leadership & Management
	Ms. Nilanksha Sachdev	Criterion No. 7 Head - Institutional Values & Best Practices
	Mr. Kailash Kejriwal	Management - Hon. Secretary, RSET
Senior Administrative Officers		
3	Mr. Yashwant Baing	Registrar
	Ms. Sunita Cordeiro	Office Executive
	Ms. Sarika Shah	Academic Coordinator



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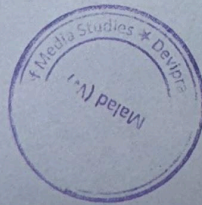
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Experts from the Industry & Community		
4	Mr. Vinay Saraf	
	Ms. Yogini Sheth	
Alumni		
5	Taiyaba Shaikh	
	Chinmay Chandraunshuh	
Student Representatives		
6	Sanman Hutgikar	Student
	Chetna Shastri	Student



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MOM /2022

8th July 2022

Minutes of IQAC Meeting

Members:

1. Dr. Ameer Vora
2. Shalu Balan
3. Chandrodoy Ghosh
4. Sarika Shah
5. Sunita Cordeiro
6. Yashwant Baing
7. Sudeep Mehta
8. Srinivasrao Challapalli
9. Kanchan Luthra
10. Selvi P
11. Viraj Bandekar

Date: 8th July 2022

Time: 3:00 pm

Venue: Conference Room, 1st floor, DGMC



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**Deviprasad Goenka Management College of Media Studies (DGMC)
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India**

Following is the Agenda for IQAC:

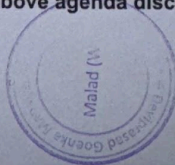
- **Effective planning for mentorship**

The meeting commenced at 3:00 pm with the above agenda to be discussed.

Agenda 1: Effective planning for mentorship

1. Frequent and consistent meetings between mentors and mentees help build trust and rapport.
2. They provide opportunities for mentees to discuss their challenges, progress, and goals with their mentors.
3. Mentors and mentees should work together to set clear, achievable goals that align with the mentees' academic and personal objectives.
4. These goals should be specific, measurable, and time-bound (SMART), making it easier to track progress.
5. Effective mentorship involves tailoring guidance to the individual needs and strengths of each mentee.
6. Mentors should take the time to understand the mentee's learning style, interests, and aspirations to provide guidance that is meaningful and relevant.
7. Assigning mentors based on their expertise and mentees' needs ensures that the mentor can provide valuable insights and guidance.
8. Compatibility between mentors and mentees, in terms of communication style and personality, can lead to more productive and positive mentor-mentee relationships.
9. A well-defined timeline for the mentorship program is crucial. It sets expectations and ensures that both mentors and mentees are committed to the process.
10. The timeline should include the frequency of meetings, the duration of the mentorship relationship, and specific milestones.
11. Regularly scheduled meetings should be a cornerstone of the mentorship program. These meetings can occur weekly, bi-weekly, or monthly, depending on the goals and availability of the participants.
12. During these meetings, mentors can provide guidance, feedback, and support to help mentees make progress.
13. Both mentors and mentees should reflect on the progress made, discuss any challenges encountered, and make necessary adjustments to the mentorship plan.
14. Encourage open communication and feedback from both mentors and mentees. This ensures that the mentorship relationship remains dynamic and responsive to changing needs and circumstances.
15. Mentors can share resources, such as books, articles, or tools, that are relevant to the mentees' development.
16. This sharing of knowledge and materials can enhance the learning experience.
17. Recognize and celebrate achievements and milestones reached during the mentorship journey. Positive reinforcement can motivate mentees to continue their growth.

The meeting adjourned at 4:30 pm with the above agenda discussed thoroughly.



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MOM /2022

10th August 2022

Minutes of IQAC Meeting

Members:

1. Dr. Ameer Vora
2. Dr. Dilnaz Boga
3. Sarika Shah
4. Shalu Balan
5. Sunita Cordeiro
6. Yashwant Baing
7. Kanchan Luthra
8. Selvi P
9. Chandroday Ghosh
10. Viraj Bandekar
11. Sudeep Mehta

Date: 10th August, 2022

Time: 3 pm

Venue: Conference Room, 1st floor, DGMC



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**Deviprasad Goenka Management College of Media Studies (DGMC)
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Following is the Agenda for IQAC:

- To discuss and approve seminars, workshops and conferences for upcoming months

The meeting commenced at 3:00 pm with the above agenda to be discussed.

Agenda: To discuss and approve seminars, workshops and conferences for upcoming months

Workshop: Ganesh Idol Making

1. The primary objectives of the workshop, emphasizing the importance of promoting creativity and environmental awareness through eco-friendly idol making were discussed.
2. The proposed schedule for the Ganesh Idol Making Workshop, including dates, timings, and session details were presented and reviewed.
3. It was ensured that it aligns with the college's academic calendar.
4. The allocation of resources, such as materials, tools, and personnel, needed to successfully conduct the workshop were discussed.
5. The budget requirements were discussed.
6. How to promote the workshop within the college were discussed. Options for creating posters, flyers, and social media campaigns to attract participants were discussed.
7. Ensuring that the required infrastructure, such as workshop space, seating arrangements, and safety measures, is in place.
8. The proposed date for the workshop was 29th August 2022.

This workshop was approved by the IQAC to be conducted on the proposed date.

Guest Lecture by Sunder Chand Thakur on Hindi Divas

1. A brief overview of the event was provided, highlighting the importance of celebrating Hindi Divas and the significance of the guest speaker, Sunder Chand Thakur, in the context of Hindi literature and culture.
2. The logistical aspects were discussed, such as venue arrangements, technical requirements, and seating arrangements.
3. The floor was opened to questions and concerns from the IQAC members.
4. The proposed date for the guest lecture was 14th September 2022.

This guest lecture was approved by the IQAC to be conducted on the proposed date.



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Masterclass : Writing for Visual Media

1. The team discussed the specific objectives and goals of the "Writing for Visual Media" masterclass.
2. These objectives included enhancing students' skills in scriptwriting, promoting storytelling through visual media, and creating a collaborative learning environment. Clarifying these goals will guide the planning process.
3. This segment of the meeting focused on logistical details, such as event scheduling, venue setup, required equipment, and material preparations.
4. The team will outline a strategy for promoting the "Writing for Visual Media" event within the college. Utilizing various media channels, both traditional and digital, were discussed to maximize attendance and participation.
5. The proposed date for the masterclass was 22nd September 2022

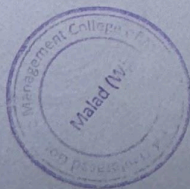
This masterclass was approved by the IQAC to be conducted on the proposed date.

Workshop: Promo Writing Techniques

1. A detailed overview of the "Promo Writing Techniques" workshop was presented, highlighting the objectives, expected outcomes, and relevance to the curriculum. The discussion focused on how this workshop aligns with our institution's educational goals.
2. An introduction to Sudarshan Chavan, the esteemed speaker for the event, will be provided. His qualifications, expertise, and experience in the field of promo writing was discussed.
3. The meeting focused on how to assess the effectiveness of the workshop. The IQAC team brainstormed ideas for gathering feedback from participants and methods for evaluating the impact of the event on their promo writing skills.
4. The proposed date for the workshop was 25 September 2022

This workshop was approved by the IQAC to be conducted on the proposed date.

The meeting was adjourned at 5:00pm with the above agenda discussed.

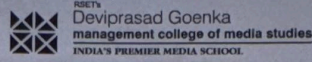


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MOM /2022

13th October 2022

Minutes of IQAC Meeting

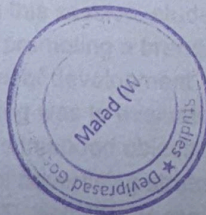
Members:

1. Dr. Ameer Vora
2. Dr. Dilnaz Boga
3. Sarika Shah
4. Sunita Cordeiro
5. Yashwant Baing
6. Shalu Balan
7. Shruti Joshi
8. Kanchan Luthra
9. Chandroday Ghosh
10. Viraj Bandekar
11. Srinivasrao Challapali

Date: 13th October, 2022

Time: 3:00 pm

Venue: Conference Room, 1st floor, DGMC



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**Deviprasad Goenka Management College of Media Studies (DGMC)
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Following is the Agenda for IQAC:

- To discuss and approve seminars, workshops and conferences for upcoming months

The meeting commenced at 3:00 pm with the above agenda to be discussed.

Agenda :To discuss and approve seminars, workshops and conferences for upcoming months

Workshop: Video Blogging by Ms Manisha Lakhe

1. A discussion on the objectives and scope of the "Video Blogging Workshop". This included key learning outcomes, target audience, and expected benefits for students.
2. Detailed information about the workshop venue, setup, and any technical requirements was presented.
3. Ensured that all logistical aspects, such as seating arrangements, audio-visual equipment, and materials, are in place.
4. Explored ways to keep participants engaged during the workshop. Discussed the importance of interactive sessions and Q&A opportunities with the facilitator.
5. The importance of collecting feedback from participants to assess the workshop's effectiveness was highlighted. Planning for post-event evaluation and improvements was discussed.
6. The proposed date was 24 November 2022

This workshop was approved by the IQAC to be conducted on the proposed date.

Guest Talk : Between ATL & BTL

1. The IQAC (Internal Quality Assurance Cell) of Deviprasad Goenka Management College of Media Studies convened a meeting to review and assess the event titled "Between ATL & BTL" organized by the Advertising and Branding Club.
2. This event aimed to educate FY, SY, and TY students about the concepts of ATL (Above the Line) and BTL (Below the Line) in advertising and branding.
3. A guest session will be conducted by Ms. Sudha K, a Group Account Manager from Dentsu Creatives. During this session, students will have the unique opportunity to gain insights into building and promoting a brand, starting from scratch and progressing through the various stages of development.
4. The purpose of this meeting was to evaluate the effectiveness of the "Between ATL & BTL" event in achieving its intended objectives. These objectives included enhancing students' understanding of advertising strategies, brand establishment, and the significance of ATL and BTL activities in marketing and communications.



Manisha

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5. To continually enhance the quality of events and sessions, IQAC members discussed potential improvements for future events. This included seeking more industry experts to provide insights, implementing interactive activities, and ensuring better participation from students.
6. The proposed date for the guest talk was 26th November 2022

This guest talk was approved by the IQAC to be conducted on the proposed date.

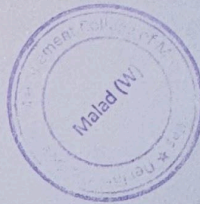
The meeting was adjourned at 4:30pm with the above agenda discussed.

1. Dr. Annu Vora
2. Sarika Shah
3. Sunita Cordairu
4. Yashvardh Dabig
5. Shobu Dabir
6. Sanjayashree Chalipalli
7. Kanchan Luthra
8. Savi P
9. Vicky Bandekar
10. Chandrashekar Ghosh
11. Shubhi Joshi

Date: 4th November, 2022

Time: 3:00 pm

Venue: Conference Room, 1st floor, DGMC

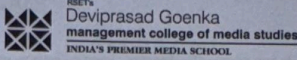


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MOM /2022

04th November 2022

Minutes of IQAC Meeting

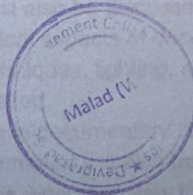
Members:

1. Dr. Ameer Vora
2. Sarika Shah
3. Sunita Cordeiro
4. Yashwant Baing
5. Shalu Balan
6. Srinivasrao Challapalli
7. Kanchan Luthra
8. Selvi P
9. Viraj Bandekar
10. Chandrodoy Ghosh
11. Shruti Joshi

Date: 4th November, 2022

Time: 3:00 pm

Venue: Conference Room, 1st floor, DGMC



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RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India**

Following is the Agenda for IQAC:

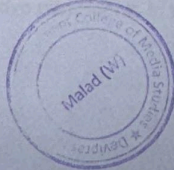
- To discuss and approve seminars, workshops and conferences for upcoming months

The meeting commenced at 3:00 pm with the above agenda to be discussed.

Agenda :To discuss and approve seminars, workshops and conferences for upcoming months

Workshop: How to make a good Documentary Film by Mr Pankaj Rishi Kumar

1. During this session, participants will receive a comprehensive understanding of the foundational elements of documentary filmmaking. The aim is to equip them with the knowledge and skills necessary to initiate a successful documentary project.
2. Research: Participants will learn the importance of thorough research in documentary filmmaking. This involves researching the chosen subject matter extensively, understanding its historical and social context, and identifying key experts or interviewees. They will explore various research methodologies, including interviews, archival research, and fieldwork, to gather valuable information and content for their documentaries.
3. Scriptwriting: Scriptwriting for documentaries is distinct from traditional screenplays. Participants will discover how to craft a compelling narrative structure for their documentaries. This includes understanding the three-act structure, character development, and the art of storytelling. Emphasis will be placed on maintaining authenticity while also engaging the audience.
4. Pre-production Planning: Pre-production is the vital phase where participants will learn how to plan and organize their documentary projects. This includes setting a clear vision, defining the scope, and creating a production schedule. They'll delve into budgeting, resource allocation, and assembling a team, which may involve selecting a director, cinematographer, sound engineer, and other essential crew members.
5. Moreover, participants will also explore the importance of securing necessary permits and releases, as well as considering logistics like locations, equipment, and transportation. An overview of the legal and ethical aspects involved in documentary filmmaking, such as obtaining permissions for filming in certain locations or using copyrighted materials, will also be discussed.
6. It will focus on the technical aspects of documentary production.
7. Equipment, shooting techniques, lighting, and sound, highlighting the college's resources and facilities were discussed.
8. Legal and ethical issues in documentary filmmaking, including copyright, releases, and the responsibility of a filmmaker will also be addressed.
9. The proposed date for the workshop was the 2nd and 3rd of December 2022.



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This workshop was approved by the IQAC to be conducted on the proposed date.

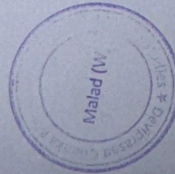
Workshop: Workshop on Cinematography

1. The workshop aims to equip participants with a thorough understanding of cinematography and its crucial role in the filmmaking process.
2. Attendees will learn about:
3. Explanation of various cameras, lenses, and accessories.
4. Hands-on demonstration of camera operation.
5. Understanding the use of lighting equipment.
6. Principles of visual composition in cinematography.
7. Exploring framing techniques for different moods.
8. Analyzing famous film shots for inspiration.
9. Types of lighting and their effects on the scene.
10. Practical demonstration of setting up lights.
11. Tips for achieving cinematic lighting on a budget.
12. The role of cinematography in post-production.
13. Overview of color grading and its significance.
14. Demonstrations of post-processing techniques.
15. The workshop will be an interactive one and informative.
16. The proposed date for the same was 14th February 2022

This workshop was approved by the IQAC to be conducted on the proposed date.

Session: Marathi Bhasha Diwas Celebration Session

1. A presentation discussed the historical and cultural importance of Marathi Bhasha Divas, underscoring the need to celebrate and promote the Marathi language.
2. The workshop's primary goals and expected outcomes are centered around promoting linguistic diversity and fostering a deep appreciation for the Marathi language. These goals include:
3. Cultural Awareness: Increasing cultural awareness and understanding among the college community, highlighting the rich linguistic heritage of Maharashtra and the importance of preserving and celebrating the Marathi language.
4. Language Promotion: Encouraging the use of Marathi in various aspects of college life, from academic programs to co-curricular activities, and ensuring that the language is an integral part of our institution's identity.
5. Student Engagement: Engaging students in Marathi language-related activities, workshops, and events, making them active participants in the promotion and celebration of Marathi Bhasha Divas.



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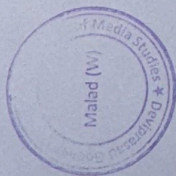
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6. Community Outreach: Extending our efforts beyond the college campus by collaborating with local Marathi-speaking communities and involving them in the celebration of Marathi Bhasha Divas.
7. Preservation and Revival: Working towards preserving and reviving traditional Marathi art forms, literature, and cultural practices as a means of enriching our understanding of the language.
8. Linguistic Inclusivity: Promoting linguistic inclusivity by highlighting the significance of Marathi alongside other languages spoken within our diverse student body.
9. Participants will have the opportunity to share their ideas, experiences, and suggestions regarding Marathi Bhashan Diwas celebrations, creating an inclusive and collaborative environment.
10. The proposed date for the session was 28 February 2023.

This session was approved by the IQAC to be conducted on the proposed date.

The meeting was adjourned at 5:00pm with the above agenda discussed.



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MOM /2023

07th January 2023

Minutes of IQAC Meeting

Attendees:

1. Dr. Ameer Vora
2. Kanchan Luthra
3. Sarika Shah
4. Sunita Cordeiro
5. Yashwant Baing
6. Shalu Balan
7. Nilanksha Sachdev
8. Shruti Joshi
9. Viraj Bandekar
10. Chandrodoy Ghosh
11. Shruti Joshi
12. Srinivasrao Challapalli

Date: 7th January, 2023

Time: 3:00 pm

Venue: Conference Room, 1st Floor, DGMC



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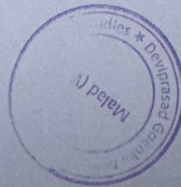
Following was the Agenda for the meeting:

- Discussion about the upcoming NAAC cycle.

The meeting commenced at 3pm with the above agenda to be discussed.

Agenda 1: Discussion about the upcoming NAAC cycle.

1. The significance of the upcoming NAAC cycle for Deviprasad Goenka Management College of Media Studies (DGMCMS) going through the process for the first time was highlighted.
2. In the NAAC (National Assessment and Accreditation Council) accreditation process, there are specific roles and responsibilities for the institution, faculty, and the Internal Quality Assurance Cell (IQAC). These roles and responsibilities are crucial in ensuring a smooth and successful accreditation process.
3. The institution's leadership, including the management and top administration, should demonstrate a strong commitment to achieving accreditation and improving the quality of education and services.
4. Data Collection and Documentation: The institution is responsible for collecting, maintaining, and providing accurate and up-to-date data and documentation required for accreditation.
5. Self-Study Report (SSR): The institution prepares the Self-Study Report, which is a comprehensive document detailing the institution's strengths, weaknesses, and initiatives. It should reflect a candid self-assessment.
6. Faculty members are responsible for delivering quality education and facilitating effective learning processes. They should ensure that teaching methods, curriculum, and assessment practices align with quality standards.
7. Encouraging faculty to engage in research, publications, and innovative practices can contribute to the institution's overall quality improvement.
8. Faculty members are often required to contribute to the Self-Study Report by providing insights and data related to their respective departments and areas of expertise.
9. The IQAC is responsible for coordinating and facilitating the accreditation process. This includes organizing meetings, preparing the SSR, and ensuring compliance with NAAC guidelines.
10. IQAC should compile data and information from various departments and units within the institution to create a comprehensive SSR.
11. IQAC should initiate and oversee activities and mechanisms for quality enhancement within the institution. This includes monitoring and evaluating quality improvement initiatives.
12. The IQAC plays a key role in preparing the institution for the peer team visit, which is an essential part of the accreditation process. They ensure that all necessary arrangements are in place for the visit.
13. Each faculty member has been assigned one of the 7 criteria and the documentation has already been started.



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14. Updates were taken for all the criterions and checklists of the data to be submitted were created.
15. The tentative list of the students helping the faculties for the criterions was also created and given to the faculties.
16. Any sort of challenges that can occur during the preparation were discussed along with the solutions for the same.
17. The role of IQAC in the accreditation process was explained.
18. Deadlines were created for the initial submission of the documents

The meeting was adjourned at 4:30 pm with the above agenda discussed thoroughly.

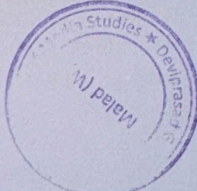
Attendees:

1. Dr. Anand Vora
2. Kanchan Luthra
3. Sonika Shah
4. Shalini Chandra
5. Yashwant Singh
6. Shashi Kulkarni
7. Nilanjana Ghoshal
8. Rajat Jyani
9. Vinay Bhandari
10. Chandanraj Ghosh

Date: 10th June 2022

Time: 2:00 pm

Venue: Conference Room, 1st Floor, DGMC



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**Deviprasad Goenka Management College of Media Studies (DGMC)
RSET Campus, S. V. Road, Malad (w), Mumbai 400 064, Maharashtra, India**

Feedback and Action report.

DGMC: Student Feedback Form

Student Feedback evaluation is a part of our regular effort to maintain and upgrade Quality of education at DGMC.

We use your responses to improve the infrastructure and campus facilities of our institutes and we take your answers seriously. And we expect you to give us your honest feedback. Your answers are anonymous and completing this feedback form will in no way affect our course grade.

1.	Age: <u>25</u>	Gender		
		a. Female <input checked="" type="checkbox"/>	b. Male	c. Transgender
2.	What program are you pursuing	BAMMC	BAFTNMP	
		MACJ	MAFTNMP <input checked="" type="checkbox"/>	
3.	Semester: <u>IV</u>			
4.	Teaching	Yes	No	
	a. The faculty begins and ends the class on time	<input checked="" type="checkbox"/>		
	b. The faculty creates a learning environment in the class	<input checked="" type="checkbox"/>		
	c. The faculty is able to generate interest in the class	<input checked="" type="checkbox"/>		
	d. The faculty spends time to clear the doubts	<input checked="" type="checkbox"/>		
	e. The faculty completes the syllabus uniform pace as on date	<input checked="" type="checkbox"/>		
	f. The faculty comes prepared for the class	<input checked="" type="checkbox"/>		
	g. The faculty gives practical examples and case studies	<input checked="" type="checkbox"/>		
	h. The faculty uses teaching aids for better learning	<input checked="" type="checkbox"/>		
5.	Library	Yes	No	
	a. Are the timings for access to library suitable	<input checked="" type="checkbox"/>		
	b. Should the library be open on Saturday	<input checked="" type="checkbox"/>		
	c. Staff behaviour and attitude	<input checked="" type="checkbox"/>		
	d. Are the latest books available	<input checked="" type="checkbox"/>		
	e. Are there sufficient copies of books available for issue	<input checked="" type="checkbox"/>		
	f. Is the book issued per student sufficient	<input checked="" type="checkbox"/>		
	g. Is the issue facility available during exams?	<input checked="" type="checkbox"/>		
	h. Is access to online journals and magazines available?	<input checked="" type="checkbox"/>		
	i. Suggestion on any new journal, magazine not available in the library			
	j. Any general suggestion regarding library?			
6.	Computer Lab	Yes	No	
	a. Is the condition and quality of Hardware (Desktop, Printers, etc.) satisfactory?	<input checked="" type="checkbox"/>		
	b. Any suggestions regarding hardware		<input checked="" type="checkbox"/>	
	c. Are there useful and working software installed	<input checked="" type="checkbox"/>		
	d. Any suggestions for the Software		<input checked="" type="checkbox"/>	
	e. Access to the computer lab	Easy <input checked="" type="checkbox"/>	Difficult <input checked="" type="checkbox"/>	

(Circular stamp: Malad (w))



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	f. Are the timings for access to labs suitable?	Yes	No																
		<input checked="" type="checkbox"/>																	
	g. Is printing facility made available?	<input checked="" type="checkbox"/>																	
	h. Are there sufficient peripherals for connectivity of devices like cables, drivers, cards, etc.	<input checked="" type="checkbox"/>																	
	i. Are the classroom projectors effectively working	<input checked="" type="checkbox"/>																	
	j. Any general suggestions regarding the computer lab																		
7. Canteen																			
	a. How effectively priced are the items	<input checked="" type="checkbox"/>																	
	b. Are the items on the menu elaborate	<table border="1"> <tr> <td colspan="2">Yes</td> <td colspan="2">No</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/></td> <td colspan="2"></td> </tr> <tr> <td>Good</td> <td>Fair</td> <td>Satisfied</td> <td>Bad</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </table>		Yes		No		<input checked="" type="checkbox"/>				Good	Fair	Satisfied	Bad	<input checked="" type="checkbox"/>			
Yes		No																	
<input checked="" type="checkbox"/>																			
Good	Fair	Satisfied	Bad																
<input checked="" type="checkbox"/>																			
	c. How do you rate the quality	<input checked="" type="checkbox"/>																	
	d. How would you rate the cleanliness of the dining area	<input checked="" type="checkbox"/>																	
	e. Any suggestions for improvement of Canteen?																		
8. Internet																			
	a. Is there a sufficient internet service around the campus	<input checked="" type="checkbox"/>																	
	b. Is the college Wi-Fi operational	<input checked="" type="checkbox"/>																	
	c. Any suggestions for improvement of internet		<input checked="" type="checkbox"/>																
9. Medical Facilities																			
	a. Is there any Medical/ Health Centre	<input checked="" type="checkbox"/>																	
	b. Is the First Aid Kit well equipped	<input checked="" type="checkbox"/>																	
	c. Is there a hospital close to the institute	<input checked="" type="checkbox"/>																	
10. Administration																			
	a. Are the staff and services prompt	<input checked="" type="checkbox"/>																	
	b. Is the Redressal of grievance on time	<input checked="" type="checkbox"/>																	
	c. Any suggestion for improvement of Administration		<input checked="" type="checkbox"/>																



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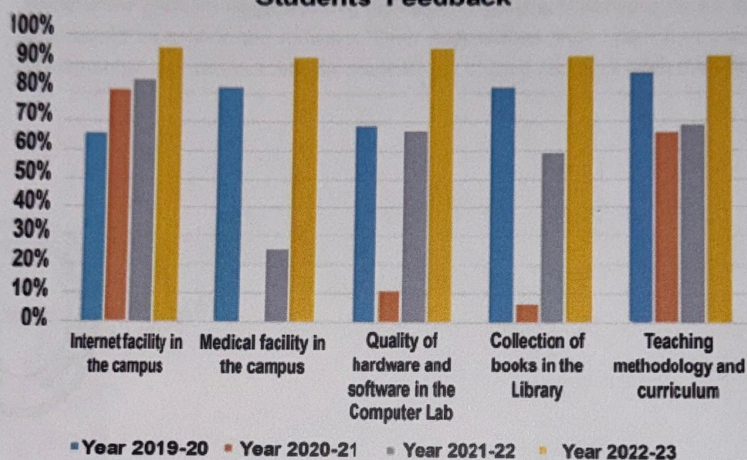


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Students' Feedback



Questions-

1. Is the internet facility in the campus up to the mark?
2. Are you aware and satisfied with the medical facility in the campus?
3. Is the Quality of the hardware and software up to the mark in the computer lab?
4. Is the collection of the books up to the mark and books are updated from time to time?
5. Are you satisfied with the teaching methodology and curriculum?

Action Taken Report-

1. There were no complaints about the internet and Wi-Fi facility in the campus. But, few students suggested that the bandwidth should be increased.
2. Some students were not aware of the medical centre in the campus. They were informed about the medical facility. In the Academic Year 2020-21, students were attending lectures from home and did not utilize the medical facility.
3. Most of the students were satisfied with the hardware and software of the computer lab. Some students suggested that a printer should also be installed in the computer



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lab. Those students were informed that the printer is available in the library and on the first floor.

4. The computer lab works on a booking/requisition system. The students are given priority to work on their practical assignments.
5. All software's used are being upgraded from time to time based on their release.
6. Students were satisfied about the timings of the college. But, some students suggested that on Saturdays, the timings should be increased which was taken into account.
7. Students' suggestions about the reference books and journals are taken into consideration.
8. Some of the students suggested that they should get practical exposure for the subjects and should be sent to the industry. Their suggestions were taken into consideration. Management also ensures that the students get trained faculties from the industry.



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DGMC: Faculty Feedback Form

Dear Faculty Member

The college values your input as you provide feedback about the curriculum. This questionnaire is intended to collect information relating to your satisfaction towards the curriculum. Choose appropriate option against each question based on your agreement with the question.

Please tick () your observation about the following:

1.	Faculty	Yes	No
	a. Syllabus is suitable to the course and need based.	<input checked="" type="checkbox"/>	
	b. The course/syllabus has good balance between theory and application or practical.	<input checked="" type="checkbox"/>	
	c. The learning objectives are clear and appropriate to the program.	<input checked="" type="checkbox"/>	
	d. The system followed by the university for the design and development of curriculum is effective.	<input checked="" type="checkbox"/>	
	e. The curriculum has the potential in developing the habit of self-learning among the students.	<input checked="" type="checkbox"/>	
	f. The curriculum has focus on skill development.	<input checked="" type="checkbox"/>	
	g. The books prescribed/listed as reference materials are relevant, updated and appropriate.	<input checked="" type="checkbox"/>	
	h. The curriculum has been updated from time to time.	<input checked="" type="checkbox"/>	
	i. Is the subject / its syllabus interesting for majority of students?	<input checked="" type="checkbox"/>	
	j. Does the syllabus cover modern & advanced topics?		<input checked="" type="checkbox"/>
	k. Is the syllabus designed for the preparation of competitive examination?		<input checked="" type="checkbox"/>
	l. Is the syllabus designed in a way to improve employment?	<input checked="" type="checkbox"/>	
2.	Library	Yes	No
	a. Are the timings for access to library suitable	<input checked="" type="checkbox"/>	
	b. Should the library be open on Saturday	<input checked="" type="checkbox"/>	
	c. Staff behaviour and attitude	<input checked="" type="checkbox"/>	
	d. Are the latest books available	<input checked="" type="checkbox"/>	
	e. Are there sufficient copies of books available for issue	<input checked="" type="checkbox"/>	
	f. Is the book issued per student sufficient	<input checked="" type="checkbox"/>	
	g. Is the issue facility available during exams?	<input checked="" type="checkbox"/>	
	h. Is access to online journals and magazines available?	<input checked="" type="checkbox"/>	
	i. Suggestion on any new journal, magazine not available in the library		
	j. Any general suggestion regarding library?		
3.	Computer Lab	Yes	No



Alka



Alka

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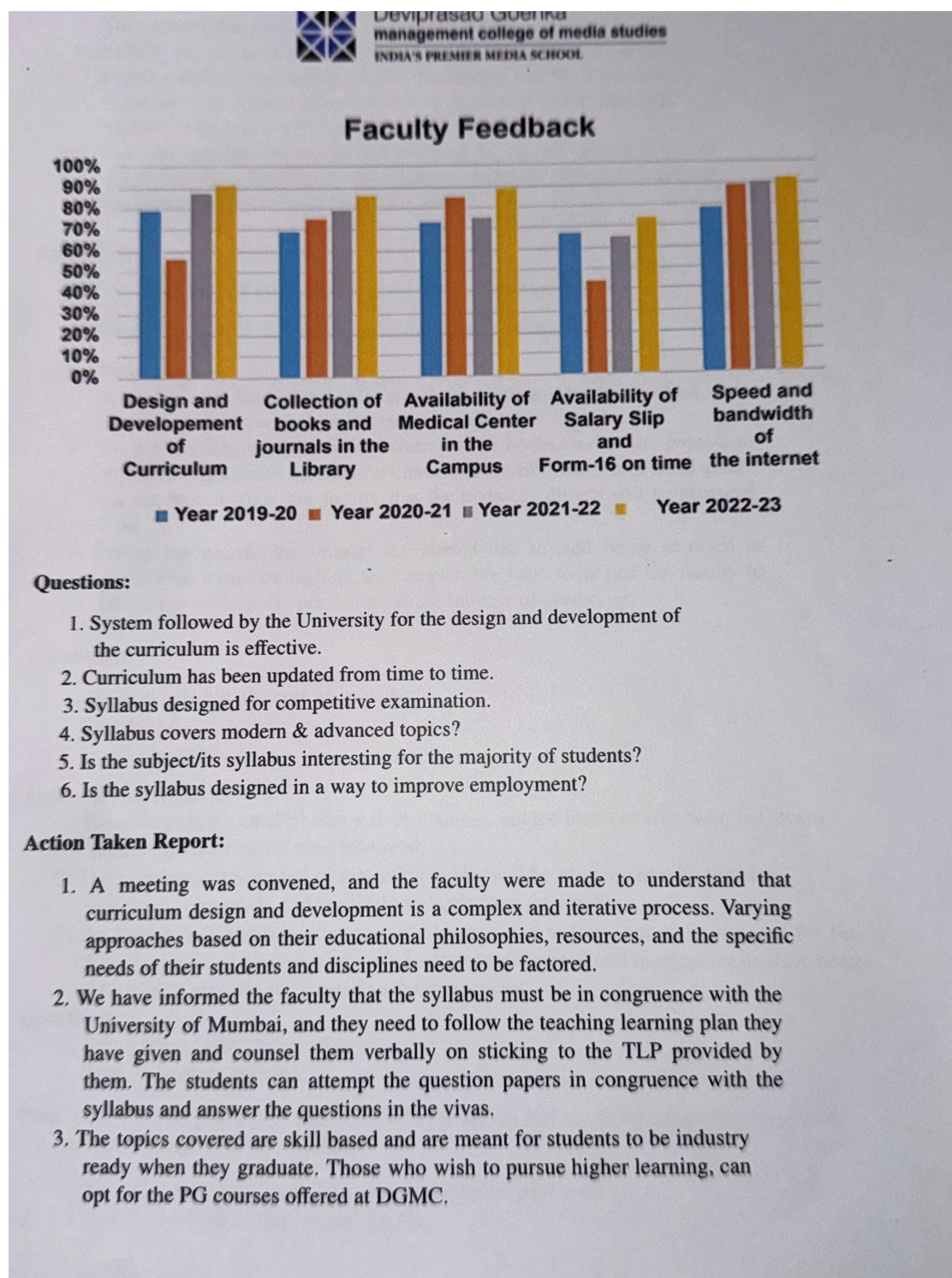
a.	Is the condition and quality of Hardware (Desktop, Printers, etc.) satisfactory?		<input checked="" type="checkbox"/>	
b.	Any suggestions regarding hardware			<input checked="" type="checkbox"/>
c.	Are there useful and working software installed		<input checked="" type="checkbox"/>	
d.	Any suggestions for the Software			<input checked="" type="checkbox"/>
e.	Access to the computer lab	Easy		Difficult
		<input checked="" type="checkbox"/>		
f.	Are the timings for access to labs suitable?	Yes		No
		<input checked="" type="checkbox"/>		
g.	Is printing facility made available?			<input checked="" type="checkbox"/>
h.	Are there sufficient peripherals for connectivity of devices like cables, drivers, cards, etc.		<input checked="" type="checkbox"/>	
i.	Are the classroom projectors effectively working		<input checked="" type="checkbox"/>	
j.	Any general suggestions regarding the computer lab			
-				
4.	Canteen	Cheap	Moderate	Overpriced
a.	How effectively priced are the items		<input checked="" type="checkbox"/>	
b.	Are the items on the menu elaborate	Yes		No
		<input checked="" type="checkbox"/>		
		Good	Fair	Satisfied
c.	How do you rate the quality			<input checked="" type="checkbox"/>
d.	How would you rate the cleanliness of the dining area		<input checked="" type="checkbox"/>	
e.	Any suggestions for improvement of Canteen?			
-				
5.	Internet		Yes	No
a.	Is there a sufficient internet service around the campus		<input checked="" type="checkbox"/>	
b.	Is the college Wi-Fi operational		<input checked="" type="checkbox"/>	
c.	Any suggestions for improvement of internet			<input checked="" type="checkbox"/>
6.	Medical Facilities		Yes	No
a.	Is there any Medical/ Health Centre		<input checked="" type="checkbox"/>	
b.	Is the First Aid Kit well equipped		<input checked="" type="checkbox"/>	
c.	Is there a hospital close to the institute		<input checked="" type="checkbox"/>	
7.	Administration & Accounts		Yes	No
a.	Are the staff and services prompt		<input checked="" type="checkbox"/>	
b.	Is the Redressal of grievance on time		<input checked="" type="checkbox"/>	
c.	Any suggestion for improvement of Admin & Accounts?			<input checked="" type="checkbox"/>



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4. The challenges faced are the rapid transformations in the media industry, and though legacy topics must be taught, industry ready topics must be included. The concerned authorities have suggested a relook.
5. Faculties have been asked to follow newer teaching methodologies like experiential learning, master classes, workshops, and flip classrooms. Supervisory assignments have also been suggested to faculties with students to be held in batches and marking them.
6. Faculties feel the syllabus is not designed to improve employment, so suggestions have been taken after understanding how student engagement can be enhanced and made more interesting.

Questions:

1. Is the collection of the books up to the mark in the library?
2. Is the collection of the journals up to the mark in the library?

Action Taken Report:

1. A few faculties have suggested that more journals and books be added, to which we have made a note of the requirements.
2. We are weeding out older editions/versions of books, and in the process of requisitioning for new updated versions. This transition may be a small glitch, but we have assured the faculty that the updated editions will be procured soon.
3. During the exams, the timings are altered due to staff being involved in supervision duties throughout the campus. We have requested the faculty to ask for the books a day prior to the exam for ease of operations.

Questions:

1. Medical centre in the college premises.
2. First aid kit
3. Nearby hospital

Action Taken Report:

1. The college has a medical centre in the campus and the faculties who were not aware about its presence have been informed.
2. The management has assured that a first aid kit will be maintained with the basic medicines, ointments, and medical bandages from time to time.
3. We have also highlighted the nearest hospitals and testing centres in our area for the faculty in case of an emergency. Our administration staff and medical centre have been informed to escalate any case of such emergencies.

Questions:

1. Salary Slip is provided on time.
2. Form 16 is given on time.

There have been no grievances with regards to the admin and accounts department in general. But there were suggestions given about:

1. Salary slip to be issued on time, and if possible, on the mail
2. Form 16 for filing of income tax on time.



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Action Taken Report:

1. For the salary slips, we have initiated a manual delivery process which is handed over to the respective faculties at their desks post the credit of their salaries.
2. Form 16 is issued well before so that it helps in filling their respective income tax.

Question:

1. The speed and bandwidth of the internet are up to mark.

Action Taken Report:

1. There are no issues with the internet, but a few of the faculty members have suggested that the bandwidth be increased within the campus for smoother conduct of the lecture. The management has taken this into consideration and the bandwidth has been ramped up.



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