



Syon College

Affiliated to Panjab University Chandigarh
K.M.-7, Hanumangarh Raod, Abohar

1.4 Action Taken Report on Feedback Analysis Session: 2018-2019





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Action Taken Report Based on Students' Feedback Analysis (2018-2019)

Introduction

This report details the actions taken in response to the student feedback on various aspects of their academic experience and campus ambiance. The feedback was crucial in identifying areas for improvement and enhancing the overall student experience.

Actions Taken

1. Curriculum Enhancement

- The academic committee reviewed the curriculum to incorporate more practical and industry-relevant content.

2. Cooperativeness of Administrative Staff

- Training sessions were conducted for administrative staff to improve their efficiency and student interaction skills.

3. Wi-Fi and Internet Facilities

- The institute upgraded the internet infrastructure to ensure faster and more reliable connectivity.

4. Syllabus Coverage

- Faculty members were instructed to follow a strict schedule to cover the syllabus more comprehensively and on time.

5. Convenience of Semester System

- No major changes were made as the system was generally well-received. However, minor adjustments were implemented to further streamline the semester scheduling.

6. Cleanliness and Maintenance of Washrooms

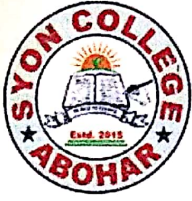
- Additional cleaning staff was hired, and regular maintenance schedules were enforced to improve washroom cleanliness.

7. Availability of Reference Books

- The library management system was enhanced to ensure that students can easily access and reserve the required reference books.


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8. Logical Design of Curriculum

- Regular curriculum review meetings were scheduled to maintain the logical flow and relevance of the curriculum.

9. Opportunities for Teamwork

- More group projects and team-building activities were introduced in various courses to further encourage teamwork.

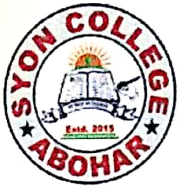
10. Grievance Handling

- The grievance redressal mechanism was made more efficient by introducing an online portal for faster resolution of student complaints.

Conclusion

The actions taken in response to student feedback have led to improvements in several key areas, including curriculum enhancement, administrative support, campus facilities, and grievance handling. Continued efforts will be made to address any ongoing issues and to further enhance the student experience.


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Action Taken Report Based on Teachers' Feedback Analysis (2018-2019)

Introduction:

This report summarizes the actions taken in response to the feedback received from teachers regarding the academic performance and ambiance of the institution. The feedback highlighted various areas of strength and opportunities for improvement, prompting the institution to implement specific measures.

Actions Taken:

1. Programme Outcome Clarity:

- The administration reviewed and clarified programme outcomes, ensuring that they are communicated effectively to all stakeholders.

2. Curriculum Balance:

- A committee was established to regularly assess and review the curriculum, incorporating more practical components to achieve a better balance with theoretical knowledge.

3. Enhancement of Physical Facilities:

- Investments were made to improve classroom environments and upgrade lab equipment. The ICT resources were also enhanced to meet teaching and learning needs.

4. Semester Pattern Review:

- Feedback on the semester pattern was taken into account, and adjustments were made to scheduling to further enhance convenience for students.

5. Library Resources Improvement:


- The library's collection was expanded by acquiring additional textual reading materials and digital resources, addressing the concerns raised by teachers.

6. Incentives for Individual Work:

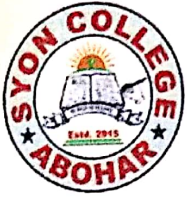
- A structured recognition program was implemented to appreciate and reward individual academic contributions by students and faculty.

7. Student Evaluation System Adjustment:

- The evaluation system was reviewed, and minor adjustments were made to ensure it remains fair and effective in assessing student performance.


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8. Curriculum and Employability Focus:

- Collaborations with industry partners were established to align the syllabus with current job market requirements, enhancing students' employability.

9. Career Guidance and Mentoring Services:


- The career guidance program was strengthened by hiring additional counselors and organizing workshops to better support students' career planning.

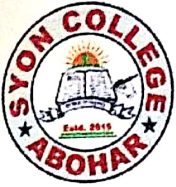
10. Syllabus Completion Monitoring:

- A monitoring system was introduced to ensure that syllabus completion is tracked and any delays are addressed promptly.

Conclusion:

The actions taken in response to the feedback have addressed the key areas identified for improvement. The institution remains committed to enhancing the academic experience and support services for students. Continuous evaluation of these measures will ensure sustained progress and alignment with educational goals.


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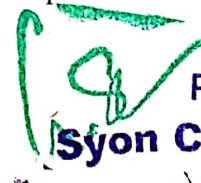
Action Taken Report Based on Employers' Feedback Analysis (2018-2019)

Introduction

This report summarizes the actions taken in response to the feedback received from employers regarding the work culture, communication, leadership, and employee performance within the institution. The aim was to address strengths and identify areas for improvement based on the insights gathered.

Actions Taken

- 1. Improved Work Culture/Environment:** The institution enhanced initiatives to promote a positive work culture, incorporating team-building activities and regular feedback sessions.
- 2. Recognition and Appreciation Programs:** A recognition program was established to formally acknowledge employee contributions, ensuring that staff felt valued and appreciated for their efforts.
- 3. Communication Enhancement:** The institution implemented regular meetings and updates to foster open communication, allowing for transparency and clarity in all operations.
- 4. Clarification of Performance Goals:** Clear performance goals were communicated through departmental meetings and individual feedback sessions to align employee efforts with organizational objectives.
- 5. Leadership Development:** Leadership training programs were initiated to equip leaders with the necessary skills to support and guide their teams effectively.
- 6. Encouraging Employee Contributions:** Opportunities for employees to contribute to organizational goals were expanded, allowing them to take on projects that aligned with their skills and interests.
- 7. Skill Development Workshops:** Workshops were conducted to further enhance employees' technical knowledge and skills, ensuring they remained proficient and competitive.
- 8. Creativity and Innovation Initiatives:** A creativity initiative was launched, encouraging employees to propose innovative solutions to workplace challenges and recognizing those who contributed effectively.


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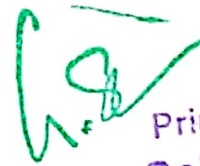
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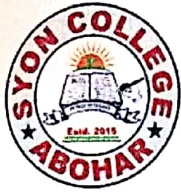
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9. **Practical Problem-Solving Sessions:** Regular problem-solving sessions were held, where employees collaborated to develop practical solutions to real-world challenges faced in the workplace.

Conclusion

In conclusion, the actions taken in response to employer feedback have significantly improved various aspects of the institution's work environment and performance. By focusing on recognition, communication, leadership, and skill development, the institution has strengthened its organizational culture and enhanced employee satisfaction. Continuous monitoring and feedback will ensure ongoing improvement and alignment with employer expectations.


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Action Taken Report Based on Alumni Feedback Analysis (2018-2019)

Introduction:

This report summarizes the actions taken in response to the feedback collected from alumni regarding their academic experiences and the ambiance of the institution. The insights gained from the alumni survey aimed to identify strengths and areas for improvement.

Actions Taken:

1. Enhanced Curriculum Relevance:

- The institution reviewed and suggested to update the curriculum to ensure greater alignment with industry needs and job relevance.

2. Syllabus Redesign for Employability:

- A committee was formed to evaluate and review the syllabus, focusing on enhancing employability skills among students.

3. Improved Career Guidance:

- Additional career counseling sessions and workshops were implemented to provide better support and resources for students' career planning.

4. Quality Assurance Initiatives:

- The institution initiated a quality assurance program to continuously monitor and improve the overall educational experience.

5. Strengthened Diversity and Inclusion Programs:

- New initiatives were launched to promote diversity and inclusion, ensuring that all students felt welcomed and valued.

6. Community Building Activities:

- The institution organized more events and activities to foster a sense of community and belonging among students.

7. Development of Critical Thinking Skills:

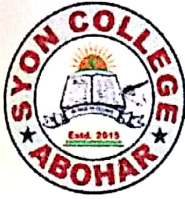
- Faculty training was conducted to integrate critical thinking and problem-solving exercises into the curriculum.

8. Clarification of Program Outcomes:

- Program outcomes were clearly defined and communicated to students to enhance understanding of expectations.


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9. Improved Administrative Communication:

- The administration implemented regular updates and transparent communication channels to keep alumni informed about institutional developments.

10. Alignment with Career Goals:

- Feedback mechanisms were established to regularly gather alumni input on how well the institution aligns with their career aspirations.

Conclusion:

The actions taken in response to alumni feedback reflect a commitment to continuous improvement and excellence in education. By addressing the concerns raised, the institution has made strides toward enhancing the academic experience and overall ambiance. Ongoing evaluation and adjustments will ensure that the needs of current and future students are met, further strengthening the institution's reputation and alumni satisfaction.


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