



Syon College

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

1.4 Action Taken Report on Feedback Analysis Session: 2019-2020





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Action Taken Report Based on Students' Feedback Analysis (2019-2020)

Introduction

This action taken report outlines the measures implemented in response to the feedback received from students regarding the academic performance and ambiance of our institution. The feedback highlighted areas of strength and opportunities for improvement, guiding our efforts to enhance the educational experience for students.

Actions Taken

1. Enhancement of Knowledge, Skills, and Capabilities

- **Action Taken:** Continued to review and update the curriculum to ensure it effectively enhances students' knowledge and skills.

2. Cooperation of Administrative Staff

- **Action Taken:** Organized training sessions for administrative staff to improve responsiveness and support for student needs.

3. Wi-Fi and Internet Facilities

- **Action Taken:** Upgraded the campus Wi-Fi infrastructure to ensure reliable internet access throughout the college.

4. Syllabus Coverage Satisfaction

- **Action Taken:** Encouraged faculty to adhere to syllabus coverage timelines and provided additional resources where necessary.

5. Convenience of Semester System


- **Action Taken:** Reviewed the semester schedule based on student feedback to ensure it remains convenient for learning.

6. Cleanliness and Maintenance of Facilities

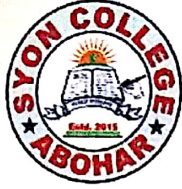
- **Action Taken:** Increased the frequency of cleaning and maintenance services for washrooms and common areas on campus.

7. Library Resources

- **Action Taken:** Expanded the library's collection of reference materials and ensured that essential texts are readily available for students.


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8. Curriculum Design Clarity

- **Action Taken:** Conducted workshops with faculty to ensure the curriculum is logically designed and clearly communicated to students.

9. Opportunities for Teamwork

- **Action Taken:** Promoted collaborative projects and activities to provide more opportunities for teamwork among students.

10. Grievance Handling

- **Action Taken:** Established a more efficient grievance redressal system to ensure student concerns are addressed promptly and effectively.

Conclusion

The actions taken in response to student feedback aim to strengthen the overall academic experience and enhance student satisfaction. By addressing the identified areas for improvement while reinforcing our strengths, we are committed to providing a supportive and enriching educational environment. Ongoing communication with students will be vital as we continue to refine our practices and facilities.


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Action Taken Report Based on Teachers' Feedback Analysis (2019-2020)

Introduction

This action taken report outlines the measures implemented in response to the feedback received from teachers regarding the academic performance and ambiance of our institution. The feedback highlighted various strengths and areas for improvement, guiding our efforts to enhance the educational environment and support for both faculty and students.

Actions Taken

1. Programme Outcome Definition

- **Action Taken:** Continued to ensure that programme outcomes are clearly defined in the syllabus and regularly reviewed for relevance.

2. Curriculum Balance

- **Action Taken:** Enhanced the integration of theoretical and practical knowledge by introducing more hands-on workshops and practical sessions in the curriculum.

3. Physical Facilities

- **Action Taken:** Invested in upgrading classroom and laboratory facilities, ensuring all necessary equipment and ICT resources are available for effective teaching.

4. Semester Pattern Convenience

- **Action Taken:** Reviewed and adjusted the semester pattern based on teacher feedback to ensure it remains convenient and conducive to student learning.

5. Library Resources

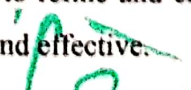
- **Action Taken:** Expanded the library's collection of textual materials and resources to support diverse academic needs and enhance student learning.

6. Incentives for Individual Work

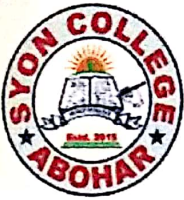
- **Action Taken:** Implemented regular recognition programs to appreciate individual contributions and achievements of faculty members.

7. Student Evaluation System

- **Action Taken:** Conducted workshops for teachers to refine and enhance the student evaluation process, ensuring it remains fair and effective.


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8. Employability Focus in Syllabus Design

- **Action Taken:** Continued to align the syllabus with industry standards and employability skills, incorporating feedback from employers and alumni.

9. Career Guidance and Mentoring

- **Action Taken:** Strengthened career guidance programs by providing additional resources and training for mentors to better support student career paths.

10. Timely Syllabus Completion

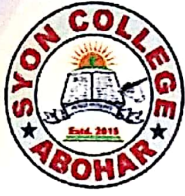
- **Action Taken:** Established better planning and scheduling practices to ensure the syllabus is completed on time, with regular monitoring of progress.

Conclusion

The actions taken in response to teacher feedback reflect our commitment to maintaining a high-quality educational environment. By addressing the areas identified for improvement and reinforcing our strengths, we aim to enhance both academic performance and faculty satisfaction. Ongoing dialogue with teachers will be essential as we strive for continuous improvement in our institution's academic practices and ambiance.


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Action Taken Report Based on Employers' Feedback Analysis (2019-2020)

Introduction

This action taken report outlines the measures implemented in response to the feedback received from employers regarding the academic performance and ambiance of our institution. The feedback highlighted both strengths and areas for improvement, guiding us in our efforts to enhance the quality of education and better prepare our graduates for the professional environment.

Actions Taken

1. Work Culture/Environment in the Institution

- **Action Taken:** Maintained and further improved the positive work culture by organizing regular team-building activities and creating more collaborative workspaces.

2. Recognition and Appreciation for Contributions

- **Action Taken:** Continued the practice of regular recognition and appreciation programs, including awards and public acknowledgment of employee contributions.

3. Communication within the Institution

- **Action Taken:** Enhanced communication channels by introducing more frequent meetings, newsletters, and an open-door policy for management to ensure transparent and effective communication.

4. Clarity of Performance Goals and Expectations

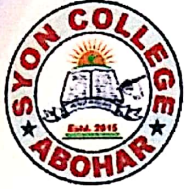
- **Action Taken:** Conducted workshops and training sessions to clearly communicate performance goals and expectations. Developed detailed performance plans and provided ongoing feedback.

5. Leadership within the Institution

- **Action Taken:** Invested in leadership training programs to further develop the skills of current leaders and identify potential future leaders within the organization.


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6. Employees' Ability to Contribute to Organizational Goals

- **Action Taken:** Provided additional resources and support for employees to contribute effectively to organizational goals, including more opportunities for professional development and training.

7. Employees' Technical Knowledge/Skill/Ability to Manage

- **Action Taken:** Offered advanced technical training programs and management workshops to ensure employees possess the necessary skills and knowledge to excel in their roles.

8. Employees' Creativity in Response to Workplace Challenges

- **Action Taken:** Encouraged creative problem-solving by organizing brainstorming sessions, innovation contests, and providing platforms for employees to share their ideas.

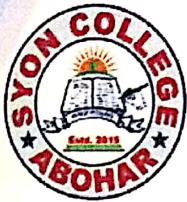
9. Employees' Performance in Developing Practical Solutions to Workplace Problems

- **Action Taken:** Implemented more project-based tasks and real-world scenarios in training programs to enhance employees' ability to develop practical solutions to workplace problems.

Conclusion

The actions taken in response to the employer feedback aim to build on our strengths and address areas for improvement. By maintaining a positive work culture, enhancing communication, clarifying performance expectations, and investing in leadership and skill development, we strive to better prepare our graduates for their professional careers and ensure they contribute effectively to their employers' goals. This ongoing feedback loop with employers is crucial in our efforts to continuously enhance the quality of education and institutional ambiance.


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Action Taken Report Based on Alumni Feedback Analysis (2019-2020)

Introduction

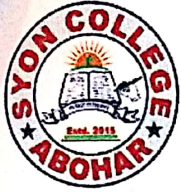
Based on the alumni feedback collected regarding the academic performance and ambiance of our institution, this action taken report outlines the measures implemented to address the areas identified for improvement. The feedback provided valuable insights into our strengths and areas needing enhancement.

Actions Taken

- 1. Relevance of Degree to Present Job**
 - **Action Taken:** Continued alignment of curriculum with job standards through regular consultations with experts and updating course content accordingly.
- 2. Syllabus Design and Employability**
 - **Action Taken:** Introduced new modules and workshops focused on emerging skills and technologies to further enhance employability.
- 3. Career Guidance and Mentoring**
 - **Action Taken:** Expanded the career guidance and mentoring program by increasing the frequency of career counseling sessions.
- 4. Overall Quality of Education**
 - **Action Taken:** Implemented regular training for faculty to adopt innovative teaching methods and enhance their pedagogical skills.
- 5. Diversity and Inclusion Efforts**
 - **Action Taken:** Launched initiatives and events promoting diversity and inclusion, including cultural exchange programs and awareness workshops.
- 6. Sense of Community and Belonging**
 - **Action Taken:** Organized more community-building activities, such as alumni networking events and student clubs, to foster a stronger sense of belonging.


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7. Fostering Critical Thinking and Problem-Solving Skills

- **Action Taken:** Integrated more project-based learning and real-world problem-solving scenarios into the curriculum to enhance critical thinking skills.

8. Programme Outcomes of Syllabi

- **Action Taken:** Reviewed the syllabi to include clearer program outcomes and ensure they are well communicated to students.

9. Communication and Transparency of Administration

- **Action Taken:** Improved administrative transparency by introducing regular town hall meetings and enhancing communication channels between administration and students.

10. Alignment with Career Goals and Interests

- **Action Taken:** Strengthened the alignment of courses with career goals by offering personalized academic advising and expanding internship opportunities.

Conclusion

The actions taken in response to the alumni feedback are aimed at building on our strengths and addressing areas for improvement. By continuously refining our academic programs and institutional practices, we strive to provide an enriching educational experience that aligns with the career aspirations and expectations of our students. The feedback loop with our alumni remains a critical component in our ongoing efforts to enhance the quality of education and campus life at our institution.


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