

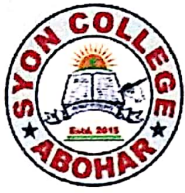


# Syon College

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

## **1.4 Action Taken Report on Feedback Analysis Session: 2020-2021**





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## Action Taken Report Based on Students' Feedback Analysis (2020-2021)

Based on the feedback from students, the institution has taken proactive steps to address concerns and build on strengths identified in the survey. The following actions highlight the measures implemented to enhance the academic environment and institutional support for students.

### Action Taken

#### 1. Enhancement of Curriculum

**Action Taken:** Updated and diversified curriculum content to further enhance knowledge, skills, and capabilities based on student feedback and academic reviews.

#### 2. Improvement in Administrative Support

**Action Taken:** Conducted training sessions for administrative staff to improve responsiveness and enhance cooperative interactions with students.

#### 3. Expansion of Wi-Fi and Internet Facilities

**Action Taken:** Expanded Wi-Fi coverage and upgraded internet facilities across campus to ensure reliable and accessible connectivity for all students.

#### 4. Review and Adjustments in Syllabus Coverage

**Action Taken:** Conducted reviews and made adjustments to syllabus coverage based on student feedback to ensure comprehensive learning experiences.

#### 5. Enhancement of Semester System

**Action Taken:** Implemented minor adjustments to the semester system schedule and workload distribution to further improve convenience for students.

#### 6. Maintenance of Campus Facilities

**Action Taken:** Increased focus on regular maintenance schedules to ensure cleanliness and upkeep of campus washrooms, addressing student concerns.

#### 7. Library Resource Management

**Action Taken:** Expanded library resources and improved cataloguing systems to enhance the availability and accessibility of prescribed reference books.

#### 8. Curriculum Design

**Action Taken:** Continued collaboration with faculty to ensure the logical design of the curriculum aligns with student learning outcomes and educational goals.

  
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## 9. Promotion of Teamwork Opportunities

**Action Taken:** Introduced more collaborative projects and team-based assignments to provide students with increased opportunities for teamwork and skill development.

## 10. Improvement in Grievance Handling

**Action Taken:** Streamlined grievance handling procedures and increased communication channels to ensure timely resolution of student grievances.

Through these targeted actions, the institution reaffirms its commitment to student-centric improvements and the enhancement of academic excellence. By addressing feedback and continuously improving institutional practices, the institution aims to provide a supportive and conducive learning environment that meets the evolving needs of its student community.

  
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## Action Taken Report Based on Teachers' Feedback Analysis (2020-2021)

This Action Taken Report details the proactive measures implemented by the institution in response to feedback gathered from teachers regarding academic performance and institutional ambiance. By focusing on key areas such as curriculum development, physical facilities, and career guidance, the institution aims to address identified concerns and enhance the overall educational experience. These actions reflect the institution's commitment to continuous improvement and fostering a supportive academic environment for both teachers and students.

### 1. Programme Outcome of the Syllabus

**Action Taken:** Continued regular reviews of programme outcomes to ensure they remain clear and relevant, incorporating feedback from teachers to maintain high standards.

### 2. Balance of Theoretical and Practical Knowledge

**Action Taken:** Enhanced the curriculum by adding more practical sessions, workshops, and industry collaborations to strengthen the balance between theoretical and practical knowledge.

### 3. Sufficiency of Physical Facilities

**Action Taken:** Upgraded classroom, lab equipment, and ICT resources based on teacher feedback to ensure all physical facilities meet current educational needs.

### 4. Convenience of Semester Pattern

**Action Taken:** Conducted a review of the semester pattern and made minor adjustments to schedules and workload distribution to address any remaining concerns and improve convenience for students.

### 5. Sufficiency of Library Resources

**Action Taken:** Increased the acquisition of textual reading materials and updated the library's digital resources to ensure sufficient access to required academic materials.

### 6. Incentive/Appreciation for Individual Work

**Action Taken:** Expanded recognition programs to include more frequent awards and acknowledgments for individual contributions, ensuring all efforts are appreciated.

  
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## 7. Appropriateness of Student Evaluation System

**Action Taken:** Reviewed and refined the student evaluation system to address any uncertainties, providing additional training for teachers on evaluation methods and criteria.

## 8. Syllabus Design for Employability

**Action Taken:** Continued to update the syllabus in consultation with industry experts to further enhance its relevance and effectiveness in improving student employability.

## 9. Satisfaction with Career Guidance and Mentoring

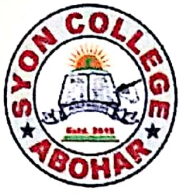
**Action Taken:** Strengthened career guidance programs by adding more mentoring sessions and career development workshops, aiming to increase overall satisfaction among teachers and students.

## 10. Timely Completion of Syllabus

**Action Taken:** Implemented more robust planning and monitoring mechanisms to ensure the syllabus is consistently completed on time, addressing any scheduling issues promptly.

Through these targeted actions, the institution demonstrates its dedication to enhancing the educational landscape and addressing the needs of its faculty. By improving resources, recognition systems, and curriculum design, the institution aims to create a more effective and enriching learning environment. Continuous engagement with teacher feedback will remain a priority, ensuring that the institution adapts and evolves to meet the challenges of modern education.

  
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## Action Taken Report Based on Employers' Feedback Analysis (2020-2021)

This Action Taken Report outlines the measures implemented by the institution in response to employer feedback on academic performance and institutional ambiance. These actions aim to address identified areas for improvement and enhance the overall work environment and effectiveness of employees.

### 1. Work Culture/Environment

**Action Taken:** Continued to promote and maintain a positive work culture through regular team-building activities and feedback sessions.

### 2. Recognition and Appreciation

**Action Taken:** Introduced additional recognition programs and rewards to ensure all contributions are acknowledged, aiming to increase the number of employers who rate this as excellent.

### 3. Communication within the Institution

**Action Taken:** Enhanced internal communication channels by implementing regular updates, newsletters, and feedback loops to ensure all employees are well-informed.

### 4. Clarity of Performance Goals and Expectations

**Action Taken:** Conducted training sessions and workshops to better communicate performance goals and expectations, and established a more structured feedback system.

### 5. Leadership within the Institution

**Action Taken:** Continued leadership development programs and introduced more opportunities for leadership feedback to further enhance the effectiveness and perception of leadership.

### 6. Employees' Ability to Contribute to Organizational Goals

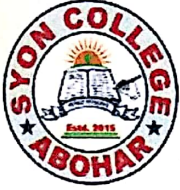
**Action Taken:** Developed initiatives to better align employees' roles with organizational goals, including more collaborative projects and goal-setting workshops.

### 7. Employees' Technical Knowledge and Management Skills

**Action Taken:** Implemented ongoing professional development programs focused on enhancing technical skills and management abilities.

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## 8. Creativity in Response to Workplace Challenges

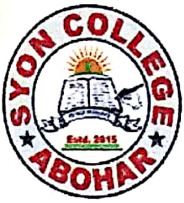
**Action Taken:** Encouraged innovation through brainstorming sessions and creative problem-solving workshops, aiming to maintain and improve high levels of creativity.

## 9. Performance on Developing Practical Solutions

**Action Taken:** Provided additional training and resources to improve practical problem-solving skills, and introduced a mentoring system to share best practices and innovative solutions.

Through these targeted actions, the institution demonstrates its commitment to continuous improvement and responsiveness to employer feedback. These efforts aim to foster a supportive and effective work environment, ensuring alignment with employer expectations and enhancing institutional performance.

  
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## Action Taken Report Based on Alumni Feedback Analysis (2020-2021)

This Action Taken Report outlines the measures implemented by the institution in response to feedback from alumni on academic performance and institutional ambiance. These actions aim to address identified areas for improvement and enhance the overall educational environment.

### 1. Relevance of Degree to Present Job

**Action Taken:** Continued engagement with industry professionals to ensure curriculum remains aligned with job market trends.

### 2. Syllabus Design for Employability

**Action Taken:** Reviewed syllabus in collaboration with industry experts to integrate more practical skills and real-world applications.

### 3. Usefulness of Career Guidance and Mentoring

**Action Taken:** Strengthened career services and organizing more frequent mentoring sessions with industry leaders.

### 4. Overall Quality of Education

**Action Taken:** Implemented faculty development programs to enhance teaching quality and introduced regular feedback mechanisms to address educational concerns.

### 5. Satisfaction with Diversity and Inclusion Efforts

**Action Taken:** Launched new diversity and inclusion initiatives, including workshops and cultural events, to foster a more inclusive environment.

### 6. Sense of Community and Belonging

**Action Taken:** Increased community-building activities such as clubs, social events, and alumni networking opportunities to enhance the sense of belonging among students.

### 7. Fostering Critical Thinking and Problem-Solving Skills

**Action Taken:** Integrated more case studies, group projects, and critical thinking exercises into the curriculum to better develop these skills.

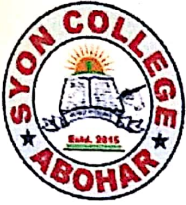
### 8. Clarity of Programme Outcomes

**Action Taken:** Improved communication of program outcomes by providing detailed guides and conducting orientation sessions to clearly define expectations.

  
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## 9. Communication and Transparency of Administration

**Action Taken:** Enhanced transparency by implementing a more open communication policy, including regular town hall meetings and detailed reports on administrative decisions.

## 10. Alignment with Career Goals and Interests

**Action Taken:** Personalized academic advising and career planning services have been introduced to help students align their education with their career goals and interests more effectively.

Through these targeted actions, the institution demonstrates its commitment to continuous improvement and responsiveness to alumni feedback. These efforts aim to create a supportive and effective academic environment, fostering better educational outcomes for both alumni and current students.

  
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