

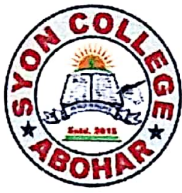


# Syon College

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

## **1.4 Action Taken Report on Feedback Analysis Session: 2021-2022**





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## Action Taken Report Based on Students' Feedback Analysis (2021-2022)

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

### 1. Enhanced Knowledge, Skills, and Capabilities

**Action Taken:** Continued curriculum review and integration of more practical applications to ensure ongoing enhancement of student knowledge, skills, and capabilities.

### 2. Co-operativeness of Administrative Staff

**Action Taken:** Provided additional training for administrative staff to further improve their responsiveness and cooperation with students.

### 3. Wi-Fi and Internet Facilities

**Action Taken:** Upgraded Wi-Fi infrastructure and increased internet bandwidth to ensure reliable and high-speed internet access for all students.

### 4. Satisfaction with Syllabus Coverage

**Action Taken:** Implemented regular reviews of syllabus coverage and provided additional support for instructors to ensure comprehensive coverage of all topics.

### 5. Convenience of Semester System

**Action Taken:** Reviewed the semester system and made minor adjustments to improve its convenience, based on student feedback.

### 6. Cleanliness and Maintenance of Washrooms

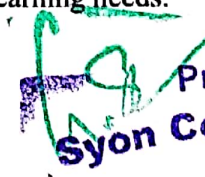
**Action Taken:** Increased the frequency of washroom cleaning and maintenance checks to ensure consistently high standards of cleanliness.

### 7. Availability of Prescribed Reference Books

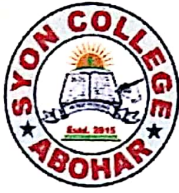
**Action Taken:** Expanded the library's collection of prescribed reference books and improved the cataloguing system to make it easier for students to locate materials.

### 8. Logical Design of Curriculum

**Action Taken:** Conducted a thorough review of the curriculum design, making adjustments to ensure it remains logically structured and aligned with student learning needs.

  
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## 9. Opportunities to Work in a Team

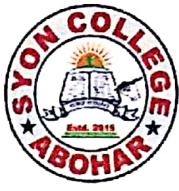
**Action Taken:** Increased the number of collaborative learning opportunities within the curriculum to enhance team-working skills.

## 10. Grievance Resolution

**Action Taken:** Strengthened the grievance resolution process by implementing a more efficient tracking system and ensuring timely responses to student concerns.

Through these targeted actions, the institution demonstrates its commitment to continuous improvement and responsiveness to student feedback. These efforts aim to create a supportive and effective academic environment, ensuring student satisfaction and success.

  
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## Action Taken Report Based on Teachers' Feedback Analysis (2021-2022)

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

### 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 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.

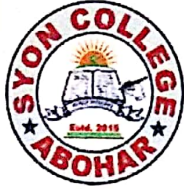
### 7. Appropriateness of Student Evaluation System

**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 review the syllabus in consultation with industry experts to further enhance its relevance and effectiveness in improving student employability.

  
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## 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 commitment to continuous improvement and responsiveness to teacher feedback. These efforts aim to create a supportive and effective academic environment, fostering better educational outcomes for both teachers and students

  
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## Action Taken Report Based on Employers' Feedback Analysis (2021-2022)

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 the existing 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' Contribution to Organizational Goals

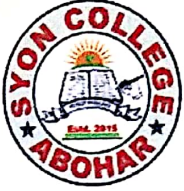
**Action Taken:** Developed initiatives to better align employees' roles with organizational goals, including more collaborative projects and goal-setting workshops.

### 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

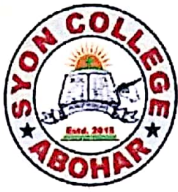
**Action Taken:** Encouraged innovation through brainstorming sessions and creative problem-solving workshops, aiming to maintain and improve high levels of creativity.

## 9. Developing Practical Solutions to Workplace Problems

**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 (2021-2022)

This Action Taken Report outlines the steps implemented by the institution in response to alumni feedback on academic performance and institutional ambiance. The actions aim to address identified areas for improvement and enhance the overall student and alumni experience.

### 1. Relevance of Degree to Current Job

**Action Taken:** Continuous engagement with industry professionals to update curriculum regularly, ensuring it remains relevant to current job market trends.

### 2. Syllabus Design for Employability

**Action Taken:** Collaboration with industry experts to take suggestions for the syllabus and integrating more practical skills to enhance employability.

### 3. Career Guidance and Mentoring

**Action Taken:** Strengthened the career services department by hiring experienced career counsellors and organizing regular mentoring sessions with alumni and industry leaders.

### 4. Overall Quality of Education

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

### 5. Diversity and Inclusion Efforts

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

### 6. Sense of Community and Belonging

**Action Taken:** Increased the number of 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 group projects and critical thinking exercises into the curriculum to better develop these skills.

  
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## 8. Clarity of Programme Outcomes

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


## 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 ensure that the institution remains a supportive and effective environment for student development and success.

  
Principal  
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