

Action Taken report – Academic year 2018-19

Based of Feedback from faculty members

Observations

- Timely uploading /submission of attendance by teachers.
- Proactive mentoring of students after allocation of specific number of students under each faculty member.
- Increased seating capacity in the college library.
- Leave records of each employee would be available online and can be accessed any time through the password provided.

Suggestions/recommendations

- Development programmes such as Seminar and Workshops focussing of administrative issues would be conducted for staff members including all support staff.
- Increased focus on institutional social responsibility - NSS unit of the college along with societies would conduct programmes and drives to extend social responsibility.
- To strengthen the existing placement cell of the college, necessary staff would be provided to ensure timely compliance of all activities related to placement and maintain the records.
- Strengthening Alumni Association by providing a link on college website for Alumni to get themselves registered with their relevant details.
- Support mechanism aimed at counselling for competitive examinations and higher education for the students would be advised to be conducted via seminars/workshop at respective department level.

