

Action Taken Report for the session 2021-22

Minutes of the Meeting (07.03.2022)

Students are the foremost stakeholders of an institution and all the activities undertaken by an institute should focus on creating a barrier free and facilitative environment to promote them excel in their academics. In the process the institution strives to achieve its program objectives as laid down in the policy document.

It becomes imperative for any institution to review and reassess its performance time and again to elicit perceptions and opinions of the students who are the primary stakeholders and identify the deviations, if any, to improve the system and hence this survey is being planned and carried out. The survey is conducted by Internal Quality Assurance Cell (IQAC) through Google Forms. The Heads of all the Departments and Coordinators ensure circulation of the Form among the students and its timely collection and analysis. The results of the survey help the institution to understand both short-term and long-term needs of the students and initiate remedial action to improve the facilities wherever it is required and to provide a base for planning for the future.

The analysis of the survey conducted shows that, the significant majority of students appreciated the teaching-learning initiatives undertaken by the college teachers. Further the evaluation process and transparency in the system was also supported by a significant majority. It was found that the students were satisfied with the efforts made by the institute/teachers to inculcate soft- skills, life- skills and employability- skills in preparing them to face the world. Following are the issues on which the students have shown concern:

1. Sitting arrangement in the classes needs improvement.
2. Organization of Alumni Meet.
3. Discipline outside the classrooms should be stricter.
4. Improvement in cleanliness and water facility.
5. Adjustment of the uncovered workload.
6. Improvement in the timely availability of buss-passes.

The IQAC submitted the report of Student Satisfaction Survey to the Principal on March 7th, 2022 to resolve the issues and concerns raised by the students. The Chair along with the IQAC and College Council recommended the following:

1. Augmentation of existing drinking water storage capacity by installing more water tanks on the roof top.

2. Proctorial duties will be made more location specific so as to maintain better discipline outside the class rooms.
3. Alumni Meet has already been organised on 06.03.2022 and more such meets will be organised after the registration of Alumni Association.
4. Heads of the Departments will be advised to cover all the uncovered periods (specifically adjustment of periods of teachers who are on maternity leave and CCL).
5. Teachers will share their respective Lesson Plans with the students either through notice- boards or through whatsApp groups.
6. Internet facility will also be enhanced by installing internet cable network in the college campus wherever lacking.
7. Steps will be taken for enhancing the campus beautification and cleanliness.
8. As far as the issue of delay in Buss pass facility is concerned, it was decided that especial cabin with internet connectivity and other ICT tools will be established and a proper co-ordination with the District Transport Office will be maintained for the same.
9. Sports Ground will be leveled and marking of field will be done for conducting different types of sports activities.
10. Lab augmentation and enhancement of sitting capacity will be done by demanding more funds/grants from the State Government and various funds available with the college.

The meeting ended with a vote of thanks to the Principal and the College Council.

Principal

IQAC

Sh. Ajay Chauhan (Convenor)

Dr. Anju Jagpal

Sh. Parmil Kumar

Dr. Shagun Ahuja

Sh. Manoj Walia

Sh. Gurvinder Singh

Council Members present:

Dr. Gagandeep Kaur

MS. Alka Chaudhary

Sh. Ramesh S. Ahlawat

Dr. Desraj Bajwa

Dr. Roopa Gupta